



**NORTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD MEETING AGENDA**

September 4, 2015

9:00 AM - 1:00 PM

**Town of Taos - Council Chambers
120 Civic Plaza Drive, Taos NM 87571**

CALL TO ORDER:

1. PLEDGE OF ALLEGIANCE
2. MOMENT OF SILENCE
3. ROLL CALL
4. INTRODUCTIONS
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES –August 7, 2015
7. PUBLIC COMMENTS

PRESENTATION ITEMS:

ACTION ITEMS:

- A. **Discussion and Consideration of Resolution No. 2015-23 Authorizing a Budget Amendment to Increase/Adjust the FY2016 Budget from the 5311 Federal Funding for Taos, Cash Reserves and State Capital Outlay Funds and Resolution No. 2015-24 Authorizing the Use of Fund Balance for Capital Outlay**
Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director. Attachment.
- B. **Discussion and Consideration of Resolution No. 2015-25 Amending the District's Existing Procurement Card Policy**
Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director. Attachment.
- C. **Discussion and Consideration of Resolution No. 2015-26 Amending the District's Inventory/Assets Policy**
Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director. Attachment.
- D. **Discussion and Review of the District's Quarterly Investment Report**
Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director. Attachment.

- E. **Discussion and Consideration of Resolution No. 2015-27 Providing for the Continuation of Fare-Free Weekday Non-Premium Fixed Route and Flex Paratransit; and Providing for Establishment of Premium Fare Service Parameters.**
Sponsor: Anthony J. Mortillaro, Executive Director and Stacey McGuire, Planning, Projects and Grants Manager. Attachment.
- F. **Resolution No. 2015-28 Federal Lands Access Program (FLAP) application submittal relating to new regional service to Santa Fe National Forest and Ski Santa Fe**
Sponsor: Anthony J. Mortillaro, Executive Director and Stacey McGuire, Planning, Projects and Grants Manager. Attachment.

DISCUSSION ITEMS:

- G. **Financial Report for August 2015:**
Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director. Attachment.
- H. **Finance Subcommittee Report:**
Sponsor: Chair Pete Sheehey and Anthony J. Mortillaro, Executive Director. Minutes from July 24, 2015.
- I. **Tribal Subcommittee Report:**
Sponsor: Chair Lonnie Montoya and Anthony J. Mortillaro, Executive Director. Minutes from August 7, 2015.
- J. **Executive Report for August 2015 and Comments from the Executive Director:**
1) Executive Report
2) Performance Measures for July 2015
3) Ridership Report for July 2015

MATTERS FROM THE BOARD

- K. **Appointment of Pueblo Member to Finance Subcommittee**
Sponsor: Daniel Barrone, Chairman of the Board.

MISCELLANEOUS

ADJOURN

NEXT BOARD MEETING: October 9, 2015 at 9:00 a.m.

If you are an individual with a disability who is in need of a reader, amplifier, qualified Sign Language interpreter or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.



**North Central Regional Transit District
Board Meeting
Friday, August 7, 2015
Jim West Regional Transit Center
9:00 a.m. - 1:00 p.m.**

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Mayor Daniel Barrone, Chair, at 9:15 a.m. at the Jim West Regional Transit Center, 1327 Riverside Drive, Española, New Mexico.

- 1. Pledge of Allegiance** led by Governor Dorame
- 2. Moment of Silence**
- 3. Roll Call**

Ms. Lucero called the roll and it indicated the presence of a quorum as follows:

Members Present:	Elected Members	Alternate Designees
Los Alamos County	<i>Councilor Pete Sheehey</i>	
Rio Arriba County	<i>Commissioner Alex Naranjo</i>	<i>Mr. Tomás Campos</i>
Taos County	<i>Commissioner Jim Fambro</i>	
Town of Taos	<i>Mayor Daniel Barrone</i>	
Santa Fe County	<i>Commissioner Miguel Chávez</i>	
Nambé Pueblo		<i>Mr. Lonnie Montoya</i>
Ohkay Owingeh	Absent	
Pojoaque Pueblo	Absent	

Santa Clara Pueblo		<i>Ms. Mary Lou Valério</i>
City of Santa Fe		<i>Mr. Jon Bulthuis</i>
San Ildefonso Pueblo	<i>Ms. Lillian Garcia</i>	
Tesuque Pueblo	<i>Governor Charles Dorame</i>	
City of Española	<i>Councilor Dennis Tim Salazar</i>	
Town of Edgewood	Absent	
Rio Metro (ex officio)	Absent	

Staff Members Present

Mr. Anthony J. Mortillaro, Executive Director
 Ms. Dalene Lucero, Executive Assistant
 Mr. Michael Kelly, Transit Operations Manager
 Ms. Stacey McGuire, Projects and Grants Specialist
 Mr. Jim Nagle, Public Information Officer
 Mr. Troy Bingham, Finance Director
 Mr. Mark López, Fleet and Facilities Maintenance Worker
 Mr. Daniel Simon, Marketing and Communications Specialist

Others Present

Mr. Peter Dwyer, Legal Counsel
 Mr. Tony Ortiz, Legal Counsel
 Ms. Elizabeth Martin, Stenographer
 Mr. Dave Harris, NMDOT
 Ms. Marcy Eppler, NMDOT
 Ms. Lucia Sanchez, Rio Arriba County
 Ms. Tessa Jo Mascareñas, Santa Fe County
 Mr. Ray Matthews, Santa Fe County
 Ms. Lisa Katonak, Santa Fe County
 Mr. Ken Smithson, Los Alamos County
 Mr. Gary Suiter, The Mercer Group
 Ms. Holly Buck, Felsburg, Holt & Ulevig

4. INTRODUCTIONS

Everyone present introduced themselves to the Board and public.

5. APPROVAL OF AGENDA

Councilor Sheehey moved to approve the agenda as presented. Ms. Valério seconded the motion and it passed by unanimous roll call vote with City of Española, Los Alamos County, Nambé Pueblo, Rio Arriba County, City of Santa Fe, Santa Fe County, Santa Clara Pueblo, San Ildefonso Pueblo, Taos County, Tesuque Pueblo and Town of Taos voting in the affirmative and none voting against (11-0).

6. APPROVAL OF MINUTES – June 5, 2015

Mr. Montoya moved to approve the minutes of June 5, 2015 as presented. Commissioner Fambro seconded the motion and it passed by unanimous roll call vote with City of Española, Los Alamos County, Nambé Pueblo, Rio Arriba County, City of Santa Fe, Santa Fe County, Santa Clara Pueblo, San Ildefonso Pueblo, Taos County, Tesuque Pueblo and Town of Taos voting in the affirmative and none voting against (11-0).

7. PUBLIC COMMENTS

There were no public comments.

8. CLOSED SESSION

Closed session of the meeting pursuant to NMSA 1978, Section 10-15-1.H (7) subject to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant.

Commissioner Chávez made a motion to go into closed executive session pursuant to NMSA 1978, Section 10-15-1.H (7) to consider threatened or pending litigation. Commissioner Naranjo seconded the motion and it passed by unanimous roll call vote with City of Española, Los Alamos County, Nambé Pueblo, Rio Arriba County, City of Santa Fe, Santa Fe County, Santa Clara Pueblo, San Ildefonso Pueblo, Taos County, Tesuque Pueblo and Town of Taos voting in the affirmative and none voting against (11-0).

The Board went into Executive Session at 9:35 a. m.

9. RECONVENE IN OPEN SESSION

The Board returned to open session at 10:50 a. m. upon motion by Commissioner Chávez. The motion was seconded by Ms. Valério and it passed by unanimous roll call vote with City of Española, Los Alamos County, Nambé Pueblo, Rio Arriba County, City of Santa Fe, Santa Fe County, Santa Clara Pueblo, San Ildefonso Pueblo, Taos County, Tesuque Pueblo and Town of Taos voting in the affirmative and none voting against (11-0).

Mr. Dwyer announced to the public that during the closed session, no actions were taken and the only matters discussed were those allowed under Section 10-15-1.H(7) of the Open Meetings Act.

Commissioner Naranjo moved to accept Legal Counsel's report as presented. Commissioner Chávez seconded the motion and it passed by unanimous roll call vote with City of Española, Los Alamos County, Nambé Pueblo, Rio Arriba County, City of Santa Fe, Santa Fe County, Santa Clara Pueblo, San Ildefonso Pueblo, Taos County, Tesuque Pueblo and Town of Taos voting in the affirmative and none voting against (11-0).

PRESENTATION ITEMS:

A. Presentation of Above and Beyond Award

Mr. Mortillaro explained the Above and Beyond Award was presented to an individual employee nominated by fellow employees and there were a number of nominees. The award was presented to Mr. Mark López, Maintenance and Facilities Service Worker. His work for the District and his attitude shows his skill, effort and drive. He goes out of his way to learn new tasks and systems. Recently, he installed a number of bike racks and cameras and adjusted and repaired wheelchair lifts that saved the District money. He is a great example of how an employee can go "above and beyond."

Mr. Mortillaro and Chair Barrone presented the award to Mr. López. He thanked everyone for the recognition and said he enjoys working here.

B. Presentation and Discussion of Long Range Transit Service Plan – Transit Options, Prioritization and Consensus on Final Plan Recommendations

Mr. Mortillaro reminded the Board that this is the 4th and final discussion on the Long Range Transit Service Plan which is now in final draft. The report is in the Board packet.

They have completed the financial scenario section since last time and the consultants reviewed it with the Board. The consultants are Holly Buck with FHU and Gary Suiter with The Mercer Group, Inc. They used a Power Point Presentation to review the mission statement and vision statement. They also reviewed the various long term financial scenarios.

Ms. Buck said scenario #1 would have the GRT rate stay the same and would produce more revenue than today.

Commissioner Chávez reminded the Board that the GRT right now will sunset in 2023. So we have to go back to the voters to keep the tax in place. Ms. Buck agreed.

Ms. Buck said scenario #2 would increase the GRT rate by $\frac{1}{4}\%$.

Councilor Sheehey commented that, unless the economy improves, even getting the sunset removed and continuing at the same rate would be difficult to achieve. Maybe adding $\frac{1}{16}\%$ would be another option. We all know getting voters to approve any tax increase is a heavy lift. The more clearly this money goes directly into transit system so voters can see the benefit, the easier it would be to achieve. It is a very focused thing. Like gas tax for roads. Then the tax resembles a fee and at least you are getting something in return. We will all have some hard decisions to make about increasing GRT.

Commissioner Chávez agreed with everything Councilor Sheehey said. He was leaning more toward scenario #1 and then fall back to scenario #2. Using a performance base gives the District more of a cash flow and we can demonstrate to the voters that their money is well spent.

Chair Barrone said that Taos County has probably the highest GRT rate in the state. It would put them above 9%. He didn't know if they could sustain another GRT increase. The service is great and growing and appreciated. The Governor said the Taos community is growing and the economy is growing. Tourism at a boom now. She allocated money to Taos for some of its roads. But higher GRT would not do well in the community at this time.

Commissioner Fambro added that Taos has pledged GRT to mutual domestics now and we not able to get a little window in there to deal with roads, bridges. We are strapped already and the Hospital is asking for another $\frac{1}{8}\%$. Keeping it where it is now is where we have to go to continue it past 2023.

Councilor Sheehey suggested two separate measures. One to remove the sunset and then at some future time, hopefully with an improved economy, to propose a higher rate. Putting the two together is hazardous.

Mr. Mortillaro recalled that the sunset was voluntarily placed there by the Board. They felt that by putting the sunset on it. It was a good way to assure the public that it would not go on forever and that they would have an opportunity to revisit the tax in the future. But the Board doesn't have to wait until 2023 to ask the voters to remove the sunset. There are several strategic decisions to look at. They could also discuss extending the sunset rather than lifting it.

Commissioner Chávez asked if during that discussion the Board members could sit down with our other partners, the Railrunner, The City of Santa Fe, Los Alamos County and figure out how we best move forward so that there is a funding source for everyone. He thought it might be better to be in the same room for that discussion.

Mr. Mortillaro agreed. The allocation to the Railrunner is an intergovernmental agreement. Santa Fe County, at the time, requested that the 50% allocation of Santa Fe County based RTDGRT go to the Railrunner until 2023. Half of what is collected in Santa Fe County goes to the Railrunner in a written commitment that runs to 2023.

Commissioner Chávez said he would be willing to revisit that. He would advocate for allocating a portion but not 50%.

Mr. Mortillaro said the 50% of whatever is generated in Santa Fe County is not embedded in the formula sharing with Los Alamos County and the City of Santa Fe. It is a whole different formula and structure for the Railrunner.

Mr. Bulthuis said, from the City of Santa Fe perspective that he concurred with all the comments made relative to GRT increases. He pointed out that the issue of hold harmless revenue loss has not been dealt with yet. At the City level there has been discussion about raising GRT to cover that but no steps have been taken by the City yet. He also didn't see in the report a partnership with the state to have new revenues come in.

Mr. Mortillaro agreed. There is a reference to supporting efforts to secure a statewide transit fund.

Mr. Bulthuis said that was perfect. Statewide, there is recognition of how it should be going forward but how quickly those state revenues could be added to this budget structure is unknown.

Councilor Sheehey asked where the money would come from to support a state transit fund. Perhaps they could raise the state gasoline tax. Fee based is the most politically viable funding source. For Los Alamos County in the next couple of years there will be re negotiation of the Lab Contract.

Commissioner Chávez pointed out that for the past 20 years, there has been no increase in the gas tax at all. MAP 21 is a funding source for two years. It would be nice if we could argue on a Federal level for continued funding of MAP 21.

Mr. Mortillaro said the latest information was the federal legislature did a continuing resolution for three months. The Senate passed a 6 year bill and will go to Congress in October. But its success is anybody's guess.

Councilor Sheehey noted the projections in the operating budget assumed the current level of grants.

Ms. Buck agreed - they did assume minimal growth in time on those.

Commissioner Chávez asked if that is reflected in the pie chart.

Ms. Buck clarified that is a single year and is status quo.

Mr. Mortillaro commented briefly on the projections for the four-county area which are almost flat. The population will be getting older; not younger and somehow, need to change that trend.

Ms. Buck any other thoughts on 3 scenarios.

Mr. Mortillaro asked Ms. Buck to talk about what those 3 scenarios mean and suggested she might want to change the wording.

Ms. Buck explained that when she left here today she had to write the final section of the document and needed to have a clear understanding of what the RTD wants, hoping to identify if the Board has a highly preferred scenario. The second scenario does provide a bit of growth. Third scenario provides the most opportunity but has the most concern. It might be a phased approach. Right now the most critical action is to remove the sunset and put energy toward that. Phase is to sit down with partners to discuss GRT meeting needs.

Mr. Bulthuis thought they are interrelated, in terms of removing the sunset and the long term viability of the RTD not completely separate.

After a brief discussion, the Board seemed to have concurrence. Scenario 1, would focus on the sunset, meet with stakeholders, let performance based planning do its thing and get a track record. Then continue working on state and federal funding. Then when done, if the economy improves they might consider a GRT increase but fulfilling the other steps first.

Governor Dorame had a problem with meshing member entities with Tribal government because the tribes are totally different. The tribes have their own tax structure but when tribal members leave their designated areas they do pay GRT. He was not sure how they would fit tribal governments into any of these scenarios. It will take more time on his part to sit down and figure out how it affects his people and how they would react. As long as members are on the reservation they don't have to pay the tax.

Commissioner Chávez asked if Governor Dorame thought within his pueblo that he was getting positive feedback about RTD services. If we just go to voters all tribal members would be eligible to vote. Would they support removing the sunset?

Governor Dorame thought they would but the RTD has to give them options if they vote either way. The tribes have their own economic plans on the reservation. He said he had not yet really gone over the latest DOT plans about roads. He saw a lot of people buying land and there will be communities. Their transportation needs must be met through some kind of plan.

Mr. Mortillaro knew members just got this yesterday. The strategies look at supporting economic opportunity in each area including tribal areas and talks about providing transit to those employee centers with public transit. One of the strategies talks about that. When you go back to vision and mission statement it is about economic opportunities. If the District can play a role in growing the economies we all win

Governor Dorame pointed out that when the younger population go to work, they might have to spend more time than usual and might miss the bus so they often choose to use their own vehicle. On the other hand, MVD may not renew licenses for people over 60. Tesuque likes the service. But when you are asking a mixture of age groups you won't get a consensus.

Councilor Sheehey said connecting the people in the tribal areas has been one of this organization's primary missions - to have a standard "go to and come home" bus service. Schedules can be expanded only through more money. Although the services costs money, it does help keep people connected.

Mr. Mortillaro one of the things we have not been able to offer is guaranteed ride home. They will send a taxi at our cost if not your fault. We would like to get to those services. Los Alamos Dial a Ride from 7 to 9PM. Things like that can be employed but they cost money.

Mr. Suiter said this is rich discussion but all the transit agencies he has dealt with are dealing with these same issues: diversity of clients, interests and approaches. The

District talks about that in the vision statement. The options include a variety of things and it is a tricky balancing act.

Dave Harris said what he is hearing is that there is caution for going after more money but agreement on lifting the sunset. The RTD is doing a great job. In this area people who don't take the transit think it is a good thing to provide service. The way typically a body like this deals with that is that they do polling. He thought lifting the sunset would pass but about more money, he wasn't sure. He encouraged the District to putting polling in this plan and education of the public also.

Mr. Bulthuis thought there is consensus that sunset removal is the first step. He asked when the right time was to do that. The plan should allow options of dates instead of waiting until 2023 and have no options.

Ms. Buck suggested they start sooner rather than later. Then if it does not happen the first time you can try again.

Mr. Suiter said meeting with stake holders is the first step and the time frame needs to be determined by the Board.

Mr. Mortillaro suggested sometime starting FY 17 - within the next 3 to 4 years.

Commissioner Fambro pointed out that there are different strategies, depending on what election we want to be in. He asked which type of election would be best for the RTD. He thought it should be a 4-year strategy at the least.

Mr. Suiter said other transit agencies are looking at the presidential election years.

Chair Barrone thought it should be within the next 3 years. Voters like what the RTD is providing. The biggest thing is whether we want to increase the money. It should be on the same ballot with the hold harmless.

Commissioner Naranjo excused himself from the meeting.

Governor Dorame didn't feel comfortable doing it without more strategy.

Mr. Harris suggested 2016 might be the best time to get the sunset lifted. He recommended a poll and see if people are supportive. He said Mr. Mortillaro and his staff have been aggressive to get more money from non-traditional sources. And people are pretty supportive. The Chairman's point about GRT at 9% is an indication that each entity has unique circumstances.

Mr. Suiter commented that when he stays in town he is happy to tell people he

works for the RTD.

Chair Barrone agreed it is a real success in his community. If we went today and asked to take that sunset off it would work.

Commissioner Fambro noted the potential of working with Taos Ski Valley. They don't have parking for the next two years so the RTD could have a partnership there.

Mr. Suiter another revenue strategy.

Councilor Sheehey thought polling now or repeatedly is a good idea. In the 2016 election, billions of dollars will be spent. He would hate to see RTD's issue get overshadowed by that. Perhaps the 2018 state election might be better

Ms. Buck thanked the Board for the great input today. She will consider all of it and put it into the last section and will come back to the Board. They are looking forward to wrapping up and giving the Board a good product.

Mr. Mortillaro said the District will get the final draft and put it on website and make sure the public can access and make comments and then bring it back to the Board for final review and approval.

C. Annual Presentation of Marketing Efforts and Strategic Plan

Mr. Mortillaro said the Board annually discusses this plan.

Mr. Jim Nagle showed a slide presentation.

Commissioner Chávez said it was encouraging for him to see the ads and the "off the beaten path" ads. It was a good job and refreshing.

Mr. Nagle recognized Dan Simon, marketing specialist, for his work on it.

Councilor Sheehey agreed it is a good job.

Governor Dorame offered some constructive criticism. He didn't see the pueblos getting elevated on any of these marketing plans. August 12th is Pueblo Independence Day and the Santa Clara Feast Day. It would be nice if cultural pueblo events were listed as well. Also August 10th is the Ohkay Owingeh social dance. But in order to have this happen the District has to have permission from each tribe. It would help Tesuque and we would like to see people using alternative transportation to get there. Also special events at casinos, special nights, golf courses, etc.

Mr. Nagle said that is a great idea and he would support that, maybe going through the Tribal Subcommittee. On feast days often the pueblo is closed to the bus. He would love to generate awareness of those days.

Governor Dorame said the big event is Indian Market in Santa Fe.
Ms. Valério asked what happens when people scan the bar code.

Mr. Nagle said it brings you to the RTD home page.

Mr. Mortillaro added that at a stop, it will take you to information on that bus.

Ms. Valerio asked if all bus shelters have a bar code.

Ms. McGuire agreed and it is tied to the route that serves it. It will populate your phone.

Chair Barrone asked if we access the system by download or app.

Mr. Nagle said people can go to NCRTD.org. They will see each of the four counties and routes and schedules - Pueblos as well.

Ms. Valerio asked if the app is in the home page to download.

Mr. Nagle said no. The app is called "my stop." They have to go to their app store and download the my stop app.

Mr. Mortillaro said they could also go to the Google store to download my stop.

Ms. Valério asked if they need to download the app.

Mr. Mortillaro said no.

Mr. Nagle said they could access it through the browser.

Mr. Mortillaro agreed to do a demo on it at the next meeting.

ACTION ITEMS FOR APPROVAL/DISCUSSION:

D. Discussion and Consideration of Resolution No. 2015-21 Adopting the FY 16 Service Plans from the City of Santa Fe and Los Alamos County and acknowledging the Service Plan from the County of Santa Fe.

Mr. Mortillaro said annually, the Board is required to adopt this resolution to allow the District to fund regional services. Basically, this is no different than prior years. It has just minor changes and a copy is in the packet. The City of Santa Fe allocated funds and pulled the Santa Fe Pick Up from the list. Likewise Los Alamos County added a Dial a Ride service for Park and Ride folks from 7 to 9 pm. Based on the formula it turns out to be an additional \$32,000. There are no other changes.

Councilor Sheehey said Los Alamos is pleased to continue this partnership arrangement. Buses are used all the time and the voters see the value of it.

Mr. Bulthuis echoed his comments about the partnership. He hoped to continue to have it going forward. Specific to Santa Fe Pick Up, the Council re proposed the Santa Fe Pick Up operations as a downtown service. It is now for visitors and tourists to the Railyard and Museum Trail. Funding shifted to the Lodgers' Tax.

Mr. Mortillaro referred to the letter from the County of Santa Fe.

Commissioner Chávez summarized it.

Mr. Mortillaro went over the memo in the packet.

Commissioner Chávez moved to approve Resolution No. 2015-21 Adopting the FY 16 Service Plans from the City of Santa Fe and Los Alamos County and acknowledging the Service Plan from the County of Santa Fe. Commissioner Fambro seconded the motion and it passed by roll call vote with Los Alamos County, Nambé Pueblo, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Taos County, and Town of Taos voting in the affirmative and none voting against (7-0). City of Española, Rio Arriba County and Santa Clara Pueblo were not present for the vote. Tesuque Pueblo abstained.

The Board took time to get their lunch and proceeded on with the meeting.

E. Discussion and Consideration of Resolution 2015-22 Approving the FY 15 Fourth Quarter Financial Report

Mr. Troy Bingham presented three financial reports that were all in the packet. The first was the FY 15 Fourth Quarter Financial Report. Mr. Bingham went through it briefly with the Board.

Commissioner Fambro moved to approve Resolution 2015-22 Approving the FY 15 Fourth Quarter Financial Report. Mr. Montoya seconded the motion and it

passed by unanimous roll call vote with Los Alamos County, Nambé Pueblo, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Santa Clara Pueblo, Tesuque Pueblo, Taos County, and Town of Taos voting in the affirmative and none voting against (9-0). City of Española and Rio Arriba County were not present for the vote.

Chair Barrone asked about the single audit for this year.

Mr. Bingham said it would be a full audit with details this year by Troy, Hinkley and Landers who had done the audit in the past.

F. Discussion and Consideration of an Agreement between the North Central Regional Transit District (NCRTD) and The Skarsgard Firm for the Expansion of NCRTD Driveway

Mr. Dwyer said, per the discussion in closed session it is being recommended that the Board authorize Legal Counsel and the Executive Director to proceed with negotiations with the Skarsgard Firm for the expansion of the driveway until an agreement can be reached.

Councilor Sheehey moved to authorize Legal Counsel and the Executive Director to proceed with negotiations for an agreement between the North Central Regional Transit District and the Skarsgard Firm for expansion of the NCRTD driveway. Commissioner Chávez seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Nambé Pueblo, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Santa Clara Pueblo, Tesuque Pueblo, Taos County, and Town of Taos voting in the affirmative and none voting against (9-0). City of Española and Rio Arriba County were not present for the vote.

G. Discussion and Review of the District's Quarterly Investment Report

Mr. Bingham reviewed the investment report with the Board. He reminded the Board that in 2014, the RTD began participating in the LGIP (government investment fund) known as the New MexiGROW Local Government Investment Pool or LGIP as well as Certificates of Deposit from local and surrounding banks. The NCRTD established the short-term investments (12 months or less) in various FDOC insured New Mexico institutions. The initial investment was \$5,975,492 and the current balance is \$7,786,780.87 which includes the District's operating account of \$1,792,605.

Chair Barrone asked if up to \$250,000 in an account is guaranteed under FDIC.

Mr. Bingham agreed and clarified that the District has a maximum of \$250,000 at any one institution.

Councilor Sheehey asked if the LGIP provides money immediately available.

Mr. Bingham said it is available upon 24 hours' notice.

Councilor Sheehey thought the District could get a better return elsewhere but maybe they needed to have some money there.

Mr. Mortillaro said this will come back to the Finance Subcommittee for some consideration of adjustment in the policy. We likely would suggest that we modify the percentages.

Commissioner Chávez moved to accept the District's Quarterly Investment Report as presented. Councilor Sheehey seconded the motion and it passed by unanimous (9-0) voice vote.

DISCUSSION ITEMS:

H. Financial Report for July 2015

Mr. Bingham referred to the financial report for July in the packet and briefly reviewed it with the Board.

I. Finance Subcommittee Report

Mr. Mortillaro reported that the Finance Subcommittee met last month and reviewed the investment report. Next month, they will have 4 to 5 items including the entrance conference with the auditors.

J. Tribal Subcommittee Report

Mr. Montoya announced that the Tribal Subcommittee will convene shortly after the conclusion of this Board meeting and would continue to meet on a quarterly basis.

K. Executive Report for July 2015 and Comments from the Executive Director

1) Executive Report

Mr. Mortillaro referred the Board to his report in the packet and to let him know if there are any questions. Ridership report in packet. Working on kick off of mountain trail route.

2) Performance Measures for June 2015

3) Ridership Report for June 2015

Mr. Mortillaro referred the Board to the ridership report in the packet.

4) Mountain Trail route Update

Mr. Mortillaro said they are working on a kick off of the Mountain Trail route soon.

5) Taos Chile Line Consolidation Update

Mr. Mortillaro said the consolidation is going smoothly. They are advertising for a mechanic. Some of the Taos staff came over to RTD employment.

Mike Kelly said the employees seem to be very pleased with the changes. They got a boost in pay. They like the working conditions and the atmosphere. They went through customer service training and drivers' training and were thrilled to have that opportunity.

4) Mountain Trail Route Update

Ms. McGuire said they are working on schedules now. It looks like they will be operating under four service levels. Based on number crunching it looks like because we have different levels of service will be positioned so that on weekends and winter the District will operate two buses. In non-winter it will be reduced service related to annual visitors. Community meetings and stakeholder meetings went well and they received a lot of valuable feedback.

Commissioner Chávez understood the Tribal Subcommittee is meeting after this but on the Mountain Trail Route related to the pueblo component that we have cultural component at the front end, he wanted to be sure that it is in place. It is up to the Pueblo to craft the desired message and asked that they work with staff on it.

Ms. McGuire agreed.

Councilor Sheehey asked if Staff would be working with Pueblos to get copy ready and up for interior advertising in buses and ads at bus stops.

Mr. Nagle agreed.

Governor Dorame let Commissioner Chávez know that he is more than welcome to stay for the Tribal Subcommittee meeting.

Mr. Mortillaro said he and Chair Barrone and staff members met with Taos Ski Valley last Friday in preparation for ski services. They expressed the possibility of expanded services to summer as well. Staff will bring the agreement to the Board in the near future.

6. Recognition for Troy Bingham

Mr. Mortillaro announced that Troy Bingham achieved certification as a Certified Procurement Officer pursuant to 2014 state legislation. He will get re-certified every two years. So the District is in compliance.

MATTERS FROM THE BOARD

L. Alternate Quarterly Board Meeting at Member Locations

Governor Dorame said he was thinking about this for several reasons. One is for public input. Not many show up at the Board meetings. To make sure public is aware and go above and beyond to get people here, he proposed to have meetings throughout the District. It might provide better participation. He suggested alternate locations on a quarterly basis. He recommended they start hosting these meetings and going for outreach to the communities. He would like to see the Board come down to the Tesuque villages and he could host the meeting. It would help the Board become aware of our surroundings and our issues and get participation from our communities.

Chair Barrone thought quarterly might work.

Mr. Mortillaro recalled that is how the Board used to do it, every month at a new location, until August, 2012 when the RTD moved in here. He was open to try something again and could begin with the October meeting if the Board is in concurrence.

Mr. Dwyer pointed out one of the logistical challenges if the Board wants people to

participate telephonically they have to be able to hear and speak telephonically.

Commissioner Fambro said it would be very appropriate at their spot with a bus stop in front.

Governor Dorame if we choose to go to Edgewood they could go to Taos.

Mr. Dwyer said they need to consider the Open Meetings Act to make it happen.

Chair Barrone said he would be willing to host in October.

Mr. Mortillaro asked about September.

After further discussion, the Board established a location schedule as follows:

- September 4, 2015 at Taos County,
- January 8, 2016 at Santa Fe,
- April 1, 2016 at Pueblo of Tesuque,
- September 2, 2016 at Santa Clara Pueblo.

Commissioner Fambro requested that the Board consider new service in Arroyo Seco and Des Moines. The transit service requested could potentially be incorporated into the seasonal Taos Ski Valley route through the addition of 2-3 bus stops along the existing route.

He asked that the Board consider directing Staff to commence a comprehensive needs assessment report and place this item on the agenda for the February 5, 2016 Board meeting.

Commissioner Fambro moved to direct Staff to perform a needs assessment report for the February 5, 2016 Board meeting in addition to the authorization of the implementation of the 2 to 3 stops along the existing TSV route. Commissioner Chávez seconded the motion and it passed by unanimous (9-0) roll call vote with Los Alamos County, Nambé Pueblo, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Santa Clara Pueblo, Tesuque Pueblo, Taos County, and Town of Taos voting in the affirmative and none voting against (9-0). City of Española and Rio Arriba County were not present for the vote.

MISCELLANEOUS

There were no miscellaneous items.

ADJOURNMENT

Commissioner Chávez moved to adjourn the meeting. Mr. Montoya seconded the motion and it passed by unanimous (9-0) voice vote.

The meeting was adjourned at 1:56 p.m.

Next Board Meeting: September 4, 2015, 9:00 a.m.



Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: September 4, 2015

Agenda Item – A

Title: Resolution No. 2015-23 Authorizing a Budget Amendment to Increase/Adjust the FY2016 Budget from the 5311 Federal Funding for Taos, Cash Reserves and State Capital Outlay Funds and Resolution No. 2015-24 Authorizing the Use of Fund Balance for Capital Outlay

Prepared By: Troy Bingham, Finance Director

Background: This budget amendment has been reviewed by the Finance Committee at their August 28, 2015 meeting and has been recommended all 5 items for approval by the Board.

Summary:

Taos Chile Line Budget Request

A request to amend the FY2016 budget and incorporate additional revenues of \$40,836 from the 5311 federal funding related to the town of Taos unspent in FY2015. The Town of Taos received \$350,269 for 5311 federal transit in FY2015 and only spend \$221,866 by June 30, 2015. NCRTD projected that the town would spend \$262,702, so only budgeted \$87,567 for the first 3 months of FY2016. Since the town only spent \$221,866 by June 30, 2015 there is an additional \$40,836 available for NCRTD over the next 3 months (if NMDOT) approves the budget adjustment.

It is anticipated that there will be the following needs in Taos for administration and operations:

INCREASE REVENUE

5311 Federal Transit Funds (Taos)

\$40,836

INCREASE EXPENSE

Administration

Survey (Chile Line Bus Facility)	\$ 5,000
Increased Legal Fees associated with property acquisition	\$15,580
Environmental Phase I/II	<u>\$ 5,000</u>
	\$25,580

Operations

Mobile Data Connections to Taos Chile Line Buses (Verizon)	\$15,256
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Total Expenses Administration & Operations

=====
\$40,836

Appropriation of State Capital Outlay-2015

A request to amend the FY2016 capital budget to reflect the state's capital outlay bill passed June 17, 2015. The state's capital outlay bill provided \$117,000 in local matching funds for bus acquisitions in FY2016. The District's final budget reflected fund balance as the source of local matching funds due to the late timing of the bill in the budget process. At this time, staff is recommending that the \$117,000 in fund balance remain in the capital budget for unforeseen capital needs in FY2016.

INCREASE REVENUE

Capital Appropriation from Senate Bill #1 Approved June 17, 2015	\$117,000
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INCREASE EXPENSE

Local Match for 5310 and 5311 (8) Passenger Buses	\$117,000
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TRANSFER EXPENSE

Local Match for 5310 and 5311 (8) Passenger Buses	(\$117,000)
Expansion of Silky Way Driveway Access	\$ 11,000
Furniture and Fixtures Associated with New Office Space/Remodel	\$ 5,000
Maintenance Vehicle/Plow for Taos Operations Facility	\$ 62,000
2015 Demo Transit Van for On Demand Service	<u>\$ 39,000</u>

-0-

5311(c) Tribal Transit Funding Carryforward for the Pueblo of Santa Clara and Pueblo de San Idelfonso

In FY2015 the Pueblo of Santa Clara had \$210,303 in excess budget and the Pueblo de San Idelfonso had \$6,905 in excess budget. In the FY2016 Budget this carry forward was estimated at \$35,809, so additional authorization is needed to fully utilize the grants in FY2016. These funds are 100% reimbursable so staff is request that those excess budgets be carry forward into FY2016 and appropriated for administrative cost for these 2 specific service routes.

INCREASE REVENUE

5311(c) Federal Transit Funds	\$ 181,399
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INCREASE EXPENSE

Administrative Cost	\$ 181,399
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Capital Bus Funding Carryforward for (7) Buses ordered in FY2015, but will be received FY2016

In FY2015 capital plan initially identified (5) buses replacements and Resolution 2015-05 added an additional (2) buses in February 2015. The funding sources of these (7) buses were identified from the following sources and amounts:

5309 Federal Funds (State of Good Repair)	\$202,460.10
5311 Federal Transit Funds	\$240,000.00
State Capital Outlay 2014	\$184,312.00
Use of Fund Balance	<u>\$127,129.90</u>
	\$753,902.00

INCREASE REVENUE

Carryover FY2015 Capital Funds	\$ 753,902
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INCREASE EXPENSE

Carryover FY2015 Capital Funds	\$ 753,902
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5311 Capital Outlay from FFY2013 for Transit Route Software

In FY2015 the District had \$354,433.89 in excess grant authority (\$177,216.95 of 5311 funds with a required equal match of District funds). NMDOT has recently agreed to a change in local match for the funds from 50% to 20%. The FY2016 Budget did not include a budget item for this capital project so additional authorization is needed to fully utilize the grant in FY2016. These funds are 8050% reimbursable so staff is request the match be made from the District's Fund Balance.

INCREASE REVENUE

5311 Federal Transit Funds	\$
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177,216.95179,253.85

Use of Fund Balance

177,216.9444,813.46

\$

354,433.89224,067.31

INCREASE EXPENSE

Capital Transit Route Software Project (RTD Taos Chile Line)	\$
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354,433.89224,067.31

Due to the "Use of Fund Balance" a resolution confirming the purpose is in accordance with the District's Financial Policies will be needed in addition to budget amendment.

Recommended Action: It is recommended that the board approve Resolution No. 2015-23 authorizing a budget amendment to increase NCRTD's budget for all (5) projects by \$~~1,447,570.89~~ 1,317,204.31 and approve Resolution No. 2015-24 Approving the Use of Fund Balance.

Options/Alternatives:

1. Take no action or partial action limiting operating abilities at this time; or
2. Adopt the resolution.

Fiscal Impact: There is sufficient funds for all the projects cited based on their anticipated revenue sources.

Attachment:

Resolution No. 2015-23 Approving FY2016 Budget to be amended
Resolution No. 2015-24 Approving the Use of Fund Balance



**North Central Regional Transit District (NCRTD)
Resolution 2015-23**

**ADOPTION OF A RESOLUTION FOR AMENDING THE FISCAL YEAR 2016
BUDGETED REVENUES AND EXPENDITURES**

WHEREAS, the Governing body in and for the NCRTD has developed a budget for Fiscal Year FY2016; and

WHEREAS, the District was awarded additional funds for operation of Taos Chile Line totaling \$40,836 in 5311 Rural Transit Federal funds for federal fiscal year 2015; and

WHEREAS, the District was awarded a total of \$117,000 in State Capital Outlay funds for fiscal year 2016; and

WHEREAS, the District has unspent Tribal Transit Grants in fiscal year 2015 of \$181,399 that can be utilized in fiscal year 2016; and

WHEREAS, the District has unspent capital funds in fiscal year 2015 of \$753,902 that can be utilized in fiscal year 2016; and

WHEREAS, the District has unspent capital grants of \$224,067.31 that can be utilized in fiscal year 2016; and

WHEREAS, the staff is requesting budget authority of \$ 1,317,204.31 in fiscal year 2016 for these items, and anticipates additional revenues of \$1,143,224.05 from outside sources and \$304,346.84 from the Fund Balance (\$127,129.90 was previously authorized in fiscal year 2015 as part of the capital replacement budget).

WHEREAS, the Board of Directors of the NCRTD hereby approves the following budget increase of \$1,447,570.89 in revenue and expenditures, in compliance with the District's financial policies; and

REVENUES

○ 5311 Federal Transit Funds -	\$ 220,089.85
○ 5311(c) Federal Transit Funds -	\$ 181,399.00
○ 2015 State Capital Outlay Funds -	\$ 117,000.00
○ Carry Forward from FY2015 -	\$ 753,902.00
○ Use of Fund Balance -	\$ 44,813.46
Total Revenue Increase-	\$1,317,204.31

EXPENDITURES

Expenditure Increases per Agenda Report - \$1,317,204.31

WHEREAS, the Board of Directors of the NCRTD, State of New Mexico, hereby adopts the budget amendment described herein and amended FY 2016 budget and respectfully requests approval from the State of New Mexico's Local Government Division of the Department of Finance and Administration.

NOW, THEREFORE BE IT RESOLVED by the NCRTD Board of Directors that the request to increase funds within the expenditure budget line items and increase revenues in the amount of \$1,317,204.31 as attached hereto amending the FY 2016 budget is approved and adopted this 4th day of September, 2015.

Daniel Barrone, Chairman

Approved as to form:

Peter Dwyer, Counsel



North Central Regional Transit District (NCRTD)

Resolution 2015-24

**A Resolution Approving the Use of the Reserve Fund for Grant Matching Funds
Consistent with the October 2013 Adopted Financial Policies**

WHEREAS, the Board of Directors adopted an amended District Reserve Policy on November 8, 2013; and

WHEREAS, the District's Reserve Policy authorizes the use of reserve funds in certain limited conditions; and

WHEREAS, Section 3-Reserve Policy, Paragraph 3E-Approval for the Use of Reserve Fund, authorizes the use of funds for budget stabilization, capital and capital replacement, service enhancements, and debt service; and

WHEREAS, the Board, after thorough consideration and upon recommendation of the Finance Committee and the staff, find that it is prudent to authorize the use of reserve fund balances. The Board authorizes the use of \$44,813.46 of NCRTD reserve funds for FY2016 for capital.

**NOW THEREFORE BE IT RESOLVED BY THE NCRTD BOARD THE
APPROVAL OF THIS RESOLUTION.**

Daniel Barrone, Chair

Approved as to form:

Peter Dwyer, Counsel



Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: September 4, 2015

Agenda Item – B

Title: Discussion and Consideration of Resolution No. 2015-25 Approving Updates to the District's Existing Procurement Card Policy

Prepared By: Troy Bingham, NCRTD Finance Director

Summary: The District maintains Financial Policies that provide guidance and direction to staff of how financial operations should be handled. Periodically these policies need to be updated and reviewed by the Board. This policy update has been reviewed by the Finance Committee at their August 28, 2015 meeting and has been recommended for approval with no additional changes from staff recommend updates.

Background: The current procurement card policy was passed in December 2011 to create a framework of what was acceptable uses. The District has continued to grow and expand and the need to clarify and update the procurement card policy is needed. The procurement card should aid the District's Finance Department by mitigating the number of checks to vendors, by streamlining purchasing of smaller goods and services, and by clarifying travel arrangements for District employees. The Procurement Card Policy should provide Board members with assurance that District funds are wisely spent by staff, and follows other procurement policies and regulations as defined by the Board.

Recommended Action: It is proposed that the Board discuss the changes and recommendations from the Finance Committee for the Procurement Card policy and elect which changes are acceptable at this time.

Options/Alternatives: The Board can elect to accept the changes as recommended by the Finance Committee and staff or to initiate modifications or to do nothing at this time.

Fiscal Impact: None.

Attachments:

- Resolution 2015-25 Approving Updates to the District's Existing Procurement Card Policy
- Red-lined Version of the Procurement Card Policy as Proposed from Staff and the Finance Committee



North Central Regional Transit District (NCRTD)

Resolution 2015-25

A Resolution Updating the December 9, 2011 Adopted Procurement Card Policy

WHEREAS, the Board of Directors is the statutory governing body in and for the NCRTD and finds it in the best interest of the constituents of the NCRTD to establish policies to ensure the financial stability of the District; and

WHEREAS, the current Procurement Card Policy was adopted on December 9, 2011; and

WHEREAS, the Finance Committee at their August 28, 2015 meeting reviewed draft changes to the District's Procurement Card Policy and have recommended consideration of those changes to the Board of Directors; and

WHEREAS, the Board, after thorough consideration and upon recommendation of the Finance Committee and staff, find that it is prudent to amend the District's Procurement Card Policy attached hereto.

NOW THEREFORE BE IT RESOLVED, BY THE NCRTD BOARD THAT THE ATTACHED PROCUREMENT CARD POLICY SHALL BE AND ARE HEREBY ADOPTED, AND ARE APPROVED AND ADOPTED THIS 4TH DAY OF SEPTEMBER 2015.

NOW THEREFORE LET IT BE FURTHER RESOLVED, THAT THE NCRTD BOARD DOES HEREBY DIRECT MANAGEMENT TO IMPLEMENT AND DEVELOP PROCEDURES TO INSURE APPROPRIATE ACCOUNTING AND MAXIMUM ACCOUNTABILITY IN ACCORDANCE WITH ALL LAWS AND REGULATION THAT PERTAIN TO THE PROCUREMENT CARD POLICY.

Daniel Barrone, Chair

Approved as to form:

Peter Dwyer, Counsel

NORTH CENTRAL REGIONAL TRANSIT DISTRICT	
SUBJECT: Procurement Card Policy and Procedure	NUMBER: FINANCE - 03
EFFECTIVE DATE: ~~December~~ September 94, 2015 ~~by Resolution #15-XX~~ 25	
AMENDS/SUPERSEDES: ~~NA~~ December 9, 2011	APPROVED: ANTHONY J. MORTILLARO, EXECUTIVE DIRECTOR

1. Objective:

The North Central Regional Transit District's (District) Procurement Card Program (also known as the PCard) is established to simplify the District's small purchase procedures by providing a more efficient and cost-effective method for ~~procuring~~ paying for items ~~of tangible personal property (not services)~~. The ~~p~~Procurement card ~~shall not be construed to be either a "charge card" or a "credit card" as those terms are commonly used but rather,~~ is designed to replace the issuance of ~~a purchase order~~ checks of up to \$1,500 and reduce the number of payment vouchers. The procurement card should not be used at vendors that have standing purchase orders but should be used for one-time purchases generally under \$1,000. Authorization for purchase of tangible assets over \$200 will still need "informal" Executive Director approval by email prior to purchase and should include the District's purchasing agent on approval seeking emails as confirmation of such approval. Lack of timely response from the Executive Director is not justification of approval.

2. Coverage:

This policy and procedure applies to all staff of the North Central Regional Transit District.

3. Definitions:

Procurement Card – Card used to procure ~~goods only~~ goods and services of small and infrequent nature by authorized individuals representing department of the District. When paying for services with the card, user should be cognizant that services over \$600 in a year with a single vendor require the District to report to IRS, so users should limit these types of activities on the card. Travel is optimal usage of the card, due to inability to plan purchases and infrequency of repeat business by the District. The card should be used to pay for lodging and rental cars and to purchase airline tickets for

District employees traveling on official District business **only**. Nothing in this policy should be construed as to absolving any requirements of the District's travel policy or allowing per diem covered expenses to be covered as purchase card items.

~~a.~~

~~b. Travel Procurement Card—Card used to **reserve** lodging and rental cars and to purchase airline tickets for District employees traveling on official District business **only**.~~

4. **References:**

- ~~a. State of New Mexico Procurement Card Policy and Procedures. NCRTD Procurement Regulations, Amended and Adopted by Resolution 2014-23 on December 5, 2014.~~
- ~~b. State of New Mexico Per Diem Rule Travel and Business Expenses adopted by the Board at the November 4, 2011 meeting and subsequent "Clarifications to the Travel Policy" issued May 5, 2014 by the Executive Director.~~
- ~~c. Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978, as amended~~
- ~~d. State Personnel Office Rule 1 NMAC 7.11.10.2~~

5. **Policy:**

- ~~a. The Procurement Card shall be used in conformity with State of New Mexico Procurement Card Policy and Procedure and the State Procurement Code NCRTD Procurement Regulations. "Best Value" selection criteria must be used when making a purchase with the Procurement Card.~~
- ~~b. Procurement Cards will be issued only to District employees who are authorized by their supervisors and Executive Director to use the Procurement Card.~~
- ~~c. Executive Director and/or Financial Manager-Director will set monthly spending limits for each cardholder based on need.~~
- ~~d. Executive Director and/or Financial Director will select a Procurement Card Administrator for the District.~~
- ~~e. Authorized cardholders must sign a cardholder's agreement and attend training on the use of the Procurement Card before they are issued a card.~~
- ~~f. The Procurement Card is to be used for legitimate District business purposes only. The Procurement Card may not be used for travel, registration fees, and other restricted categories of goods and services. Refer to Section 6.~~
- ~~g. The Procurement Card is to be treated with the same level of care as one's own personal credit cards. Cardholders should exercise care for the secure custody of the Procurement Card.~~
- ~~h. Only the person whose name appears on the Procurement Card is permitted to use the card.~~
- i. h. The District will pay all authorized charges against the card, in full, at the end of each month.

- ~~j.i.~~ The ~~District's Procurement Card Administrator(s)~~ departments are responsible for verifying budget ~~prior~~ and authorizing purchase. ~~Departmental b~~ **Budget must not be overspent.**
- ~~k.j.~~ The entire balance must be paid by the due date on the monthly billing statement regardless of credits or disputes with vendor and Bank of America.
- ~~l.k.~~ **Original receipts must be kept** for payment purposes by the Procurement Cardholder.
- ~~m.l.~~ An affidavit for lost purchase receipts/credit memo form must be turned-in and signed by the Executive Director and/or Finance Director. Continued loss of receipts may result in suspension of the Procurement Card.
- ~~n.m.~~ Lost or stolen cards must be reported to the District Procurement Card Administrator immediately and to Bank of America within 24 hours.
- ~~o.n.~~ Procurement Card may be used for **emergency procurements** to make eligible purchases ~~under a declared emergency if both the procedures in the Procurement Code Regulations, State of NM policies and procedures and these policies have been followed~~ per NCRTD Purchasing Regulations Article III Section 14.
- ~~p.o.~~ Misuse of the Procurement Card may subject cardholders to disciplinary action and could result in immediate dismissal, pursuant to Personnel Policy 4.303 E (~~12~~ thru 4) and other sections as applicable.
- ~~q.p.~~ The Cardholder is liable for charges incurred using the Procurement Card if the charge is determined to be in violation of District policy and/or state statutes, ~~the State of New Mexico Procurement Code~~ and these policies and procedures or if the charge is for an ineligible purchase. Cardholder's privileges are a management prerogative that may be cancelled, restricted or revoked at any time without cause by District Management. The cardholder will comply with all District policies, state policies and procedures, state contracts and price agreements and all other applicable financial and accounting laws, rules, policies, procedures including DFA Rule 95-1 Regulations Governing the Per Diem and Mileage Act Section 10-8-1 through 10-8-8, NMSA 1978

6. Travel Procurement Card Policy:

- ~~a.~~ The Procurement Card assigned for travel shall be used by the Travel Coordinator to ~~reserve~~ lodging and rental cars, and ~~purchase~~ airline tickets for District employees traveling on official District business **only**.
- ~~b.~~ The cardholder must comply with all other procedures set forth in this policy and procedure.
- ~~c.~~ Use of the Procurement Card for travel is restricted to the following:
- ~~i.~~ To secure and guarantee room reservations (not for payment)
 - ~~ii.~~ To secure and guarantee car rental reservation (not for payment)
 - ~~iii.~~ To purchase airline tickets with may include fare, applicable taxes and reissuing fees only.
 - ~~iv.~~ The Procurement Card for travel shall be used for the above purposes only. Conference or Seminar registration fees are not a valid use of the travel procurement card.

7.6. Procedure:

A. Cardholder Shall

- ~~1) Obtain supervisor's approval to make a purchase (purchase requisition) attached to this must be bids, price agreement, memo on emergency or sole source purchase. There must be documentation attached for back-up on the purchase.~~
- ~~1) Contact the Procurement Card Administrator to check budget availability prior to making a purchase.~~
- ~~2) —~~
- ~~3)2) Obtain Tax-exempt certificate from District Procurement Card Administrator Finance prior to making a purchase (District is exempt from paying taxes on goods, but is required to pay all Transit Occupancy Taxes when traveling, and Gross Receipt Taxes for services).~~
- ~~4)3) Purchase needed items from a participating vendor (vendors who accept Visa credit cards) with the procurement card. Obtain a purchase receipt from the vendor. If purchase is made through Web site or telephone, record confirmation number and any documentation reflecting the amount of the purchase. If applicable print screen from Web site to provide confirmation number and total cost of order.~~
- ~~5)4) Send purchase request, Gather original receipt and backup documentation to for the Department monthly statement. On the 5th day of every month (or following business day) forward the monthly statement with all receipts or affidavits to the PCard Administrator as soon as possible.~~
- ~~6)5) Obtain credit memos (not cash) for items that are returned. If a credit memo is obtained it must be forwarded to PCard Administrator immediately as well with your monthly departmental statement.~~
- ~~7)6) Prepare an affidavit for lost purchase receipt/credit memo form and acquire Executive Director and/or Finance Directors signature for lost receipt(s).~~
- ~~8)7) Report to the District Procurement Card Administrator any disputed purchases.~~
- ~~9)8) Upon termination of employment with the District the cardholder will turn-in Procurement Card, purchase receipts, credit memos and affidavit for lost purchase receipt/credit memo to District Procurement Card Administrator.~~

B. Procurement Card Administrator Shall

- ~~1) Distribute procurement cards received from the Financial Manager to cardholders.~~
- ~~2) Check budget availability before approving procurement card purchases. Budget must not be overspent. Issue tax-exempt certificates upon request.~~
- ~~3) Maintain Procurement Card Purchases Approval Log.~~
- ~~2) Retrieve electronic reports on Cardholder expenditures from Bank of America EAGLS (web based software) and distribute them to Procurement Card Administrators holders as requested.~~
- ~~4)3) Reconcile the department statements to cardholder's purchase transactions to the administrator's Procurement Card Purchases Approval Log to confirm that purchases were authorized Districts statement to insure all transactions have been accounted for payment each month.~~

~~5)4)~~ Submit the approved ~~Procurement Card Payment Authorization Forms and~~ supporting billing statements, purchase receipts, credit memos and affidavit for lost purchase receipt/credit memos to ~~finance-the Finance Departments A/Psection person~~ for timely payment to Bank of America. ~~Must be sent to Financial Manger weekly.~~

~~6)5)~~ Report unauthorized purchases and procurement code violations to the employee's supervisor, ~~Financeial DirectorManager~~ and Executive Director.

~~7)6)~~ Work with the ~~Financeial DirectorManager~~, Bank of America and vendor to resolve disputed purchases.

~~8)7)~~ Report lost or stolen Procurement Cards to the ~~Financeial DirectorManager~~.

~~9)1)~~ ~~Recover the Procurement Card from the Cardholder within 24 hours of employee's last day of employment.~~

~~C. Travel Coordinator Shall~~

~~1) Have on file a completed Travel Request Form approved by Executive Director.~~

~~2) Request copies of any agendas or itineraries from the staff travelling.~~

~~D.C. District Procurement Card Administrator (Financial Manager)~~

~~Recover the Procurement Card from the Cardholder within 24 hours of employee's last day of employment.~~

~~1) Distribute procurement cards received to cardholders. Recover the Procurement Card from the Cardholder within 24 hours of employee's last day of employment.~~

~~4)2)~~ Act as the District's liaison between Bank of America and ~~District~~ procurement card administrators.

~~2)3)~~ Develop, implement and maintain the District's Procurement Card Policies and Procedures.

~~3) Train cardholders, supervisor and Procurement Card Administrators.~~

4) Order Procurement cards from Bank of America.

~~5) Distribute to procurement card administrator's blank procurement card agreements, procurement cards, procurement card payment authorization forms, and procurement card approval logs.~~

~~6)5)~~ Maintain files of all approved procurement card agreements

~~7)1)~~ ~~Retrieve electronic reports on Cardholder expenditures from Bank of America EAGLS (web-based software) and distribute them to Procurement Card Administrators as requested.~~

~~8)6)~~ Establish and notify Procurement Card Administrators of changes in monthly cut off dates for the timely payment of purchases.

~~9)7)~~ Report lost or stolen cards to Bank of America immediately.

~~8)~~ Conduct periodic compliance reviews. Areas of compliance that will be tested include compliance with Procurement Card Policies and Procedures, District Purchasing Regulations~~State Procurement Code~~; sales and use tax charges.

~~10)9)~~ Monitor and report to management the level of card use and its impact

~~14)10)~~ Document any misuse of Procurement Card and work together with the Cardholders Supervisor, ~~and~~ Executive Director, ~~and Finance Director~~ to:

- a. Seek full restitution from the Cardholder ~~plus interest at the rate of 18% per annum from the date of the transaction.~~

~~b. Follow District disciplinary procedures, up to and including termination.~~

~~c.~~^{b.} Inform Bank of America, in writing within 24 hours.

~~d.~~ Remove the card from Cardholder's possession when directed by management.



Agenda Report

NCRTD Board of Directors Meeting

Meeting Date: September 4, 2015

Agenda Item – C

Title: Discussion and Consideration of Resolution No.2015-26 Approving Updates to the District's Existing Inventory/Fixed Asset Policy

Prepared By: Troy Bingham, NCRTD Finance Director

Summary: The District maintains Financial Policies that provide guidance and direction to staff of how financial operations should be handled. Periodically these policies need to be updated and reviewed by the Board. This policy update has been reviewed by the Finance Committee at their August 28, 2015 meeting and has been recommended for approval with no additional changes from staff recommend updates.

Background: The current inventory/fixed asset policy was passed in December 2012 to create a formal framework of policy and procedures necessary for accounting for fixed assets of the District. The District has continued to grow and expand and the need to clarify and update the inventory/fixed asset policy is needed. The District's accounting standards are governed by the Government Accounting Standards Board (GASB) which provides pronouncements in sequential order. Since 2004, the GASB has provided clarification and guidance on specifically fixed assets. The first change was the terminology, with GASB 34 changed fixed assets to capital assets. GASB 51 clarified treatment of intangible assets by governments. Other changes in the policy are recommendations by staff for clarification of "intangible assets", which are assets that do not have a physical nature, but represent value to an entity that owns them (i.e. easements, water/timber rights, patents, trademarks, and computer software licenses). All of the changes represent a practical approach for classifying capital assets for an entity of our size and character.

Overall, the inventory/capital asset policy should provide Board members with assurance that District assets are safeguarded and tracked in ways that are reflective of the business practices of other transit agencies.

Recommended Action: It is proposed that the Board discuss the changes and recommendations from the Finance Committee for the inventory/capital asset policy and elect which changes are acceptable at this time.

Options/Alternatives: The Board can elect to accept the changes as recommended by the Finance Committee and staff or to initiate modifications or to do nothing at this time.

Fiscal Impact: None.

Attachments:

- Resolution 2015-26 Approving Updates to the District's Existing Inventory/Capital Asset Policy
- Red-lined Version of the Inventory/Capital Asset Policy as Proposed from Staff and the Finance Committee



North Central Regional Transit District (NCRTD)

Resolution 2015-26

A Resolution Updating the December 7, 2012 Adopted Inventory/Capital Asset Policy

WHEREAS, the Board of Directors is the statutory governing body in and for the NCRTD and finds it in the best interest of the constituents of the NCRTD to establish policies to ensure the financial stability of the District; and

WHEREAS, the current Inventory/Capital Asset Policy was adopted on December 7, 2012; and

WHEREAS, the Finance Committee at their August 28, 2015 meeting reviewed draft changes to the District's Inventory/Capital Asset Policy and have recommended consideration of those changes to the Board of Directors; and

WHEREAS, the Board, after thorough consideration and upon recommendation of the Finance Committee and staff, find that it is prudent to amend the District's Inventory/Capital Asset Policy attached hereto.

NOW THEREFORE BE IT RESOLVED, BY THE NCRTD BOARD THAT THE ATTACHED INVENTORY/CAPITAL ASSET POLICY SHALL BE AND ARE HEREBY ADOPTED, AND ARE APPROVED AND ADOPTED THIS 4TH DAY OF SEPTEMBER 2015.

NOW THEREFORE LET IT BE FURTHER RESOLVED, THAT THE NCRTD BOARD DOES HEREBY DIRECT MANAGEMENT TO IMPLEMENT AND DEVELOP PROCEDURES TO INSURE APPROPRIATE ACCOUNTING AND MAXIMUM ACCOUNTABILITY IN ACCORDANCE WITH ALL LAWS AND REGULATION THAT PERTAIN TO THE INVENTORY/CAPITAL ASSET POLICY.

Daniel Barrone, Chair

Approved as to form:

Peter Dwyer, Counsel

NORTH CENTRAL REGIONAL TRANSIT DISTRICT

SUBJECT: Inventory & <u>FixedCapital</u> Asset Policy & Procedures	NUMBER: FIN-05
EFFECTIVE DATE: ~~December 7, 2012~~ <u>September 4, 2015 by Resolution #15-XX2015-26</u>	Adopted by Board Resolution ~~No. 2012-28 on December 7, 2012~~
AMENDS/SUPERSEDES: <u>December 7, 2012 by Resolution #2012-28</u>	APPROVED: ANTHONY J. MORTILLARO, EXECUTIVE DIRECTOR

1.0 Objective: The objective is to establish standards for the accounting for and the controlling of the fixedcapital assets acquired and owned by NCRTD. To accomplish this, subsequent sections of this rule describe the procedures for the acquisition of fixedcapital assets, the methods for assigning values to acquired assets (valuation), the methods of depreciating fixedcapital assets whether required or optional, the establishment of internal controls on fixedcapital assets, the procedures for conducting the annual inventory of fixedcapital assets, and the allowable methods for the disposition of fixedcapital assets.

2.0 Coverage:

This policy applies to all employees of the NCRTD. The NCRTD Finance Department is responsible for the implementation of this policy and procedures. All managers and supervisors are responsible for knowing, understanding and adhering to the provisions of this policy as applicable to their operations.

3.0 Inventory Criteria for Tangible Personal Property

A. Current and accurate inventory records shall be maintained for the following:

1. Tangible Personal Property-\$5,000 or more per item including improvements and renovations; or if donated, a fair market value at the time of donation of \$5,000 per item. Tangible personal property intentionally acquired for resale or used in NCRTD activities as supplies are excluded.
2. Licensed vehicles and rolling stock regardless of cost or donated market value at the time of donation.
3. Sensitive property with an individual cost or fair market value at the time of donation of \$1000 or more per item.
4. Computer components with an individual cost of \$500 or more per item.
5. Leased property totaling \$5,000 or more throughout the life of the lease.

B. Tangible Personal Property Composed of Internal Parts

1. Assets that have internal parts that are necessary to the functioning of the asset are not required to be separately inventoried, and can be considered to be all one asset (inventory record) provided all of the following apply:

- a) The internal parts are acquired to place the asset into service and function is required;
 - b) The life and utility of the internal parts are mainly independent on that of the asset, even if the acquired dates and vendors are different for each item;
 - c) The cost of each part is included in the aggregate total of the inventory record;
 - d) The internal parts are included in the description of the inventory record.
2. Should a Department acquire and install an internal part for an asset with an acquisition cost, of at least \$500, after it has been placed into service and is functioning as intended, then any subsequent internal parts are considered as separate components and are inventoried separately as a component record. The same asset identification number (ID) is to be used as the original asset, except a suffix is to be added to the ID number that is unique only to the component.

4.0 Inventory Criteria for Real Property

- A. Current and accurate inventory records shall be maintained for the following.
 - 1. Land, regardless of cost
 - 2. Buildings and land improvements with an actual or estimated cost, or if donated, a market value of \$5,000 or more per item.
 - 3. Real property intentionally acquired through a lease at an insignificant cost and solely as a legal mechanism to disburse bond monies is excluded.
 - 4. Improvements and renovations to an existing building with an actual or estimated cost, or if donated a market value of more than \$100,000 per building component.
 - 5. Leased property totaling \$5,000 or more throughout the life of the lease.
- B. The Finance Department will keep a record of infrastructure.

5.0 Use of Property

- A. Items acquired should be used for the departments business only. Additional requirement apply if items were purchased with federal grant money. Refer to the Federal Transit Administration (FTA).

6.0 Annual Physical Inventories

- A. It is the NCRTD policy to complete timely physical inventories for all assets on an annual basis to ensure the accuracy and reliability of the inventory. Physical inventories should be completed in accordance with the frequency and dates prescribed by the Finance Department.

7.0 Inventory Valuation Basis

- A. FixedCapital assets, including leased items, are entered in the inventory at the cost arrived at after deducting trade discounts and without considering any trade-ins.
- B. Parts, supplies and materials are valued on the weighted average basis. Each time such items are purchased at a price different from the average price of the quantity remaining on hand, a new average cost must be computed.

8.0 Disposal of Excess/Obsolete Inventory

- A. Use the most practical and cost effective method of disposal. The Requirements set forth in NMSA 1978 Chapter 13-6-1 and NCRTD Resolution 2012-25, must be followed when disposing of fixedcapital assets and inventory.

- B. When disposing of property acquired through the use of federal funds, additional steps are required. Please refer to the Federal Transit Authority.
- C. Excess computer-related equipment/software should be offered to other departments, within the NCRTD first.
- D. Inter-department Transfers
 - 1. Managers should ensure excess items are no longer needed before transferring to another department.
 - 2. A ~~fixed~~capital asset transfer form must be completed and forwarded to the Finance Department .
- E. Public Auction/Public sale
 - 1. Items not otherwise disposed of through other means should be sold at public auction or public sale, as provided by NMSA 13-6-1.
- F. On-site Disposal
 - 1. The on-site destruction method of disposal of property is applicable to obsolete inventory either damaged beyond repair or where it is otherwise not fiscally feasible to dispose of via any other method. In the situation where items are disposed of on site, the following steps must take place:
 - a. Items should be damaged beyond repair before being disposed.
 - b. An impartial individual should witness the destruction and sign appropriate documentation stating they witnessed the item was destroyed beyond repair.
 - c. All documentation related to such destruction should be maintained on site for a minimum of three years.

9.0 Stolen/Missing Property

- A. All NCRTD personnel involved in or responsible for any task of maintaining NCRTD property inventories, including a physical inventory, shall notify the department supervisor of any tangible property shown on the current active property report, but cannot be found and/or is suspected of being stolen.
- B. A reasonable amount of effort should be made by the department supervisor to determine the whereabouts of the missing items or the reason(s) for their disappearance prior to taking further action.
- C. The notified department supervisor shall review the reported inventory exceptions and, if necessary, will contact the local police requesting an investigation/report. As a guide, the local police should be contacted if the total dollar value of the missing property is in excess of \$300. This dollar amount is being provided as a guide only, if the department supervisor feels there is a need to contact the local police; they may do so regardless of the dollar value of the missing items; or the notice a repeated behavior or pattern of missing items.

~~10.0~~10.0 Capitalization of ~~Fixed~~Capital Assets

- ~~A. _____~~ A. —The capitalized cost of a capital asset should include all taxes, fees, permit cost, shipping, and installation. Donated assets will be recognized at Fair Market Value at time of acquisition.

B. Repair and replacement type activities should not be recognized as capital assets unless removal of asset value is possible and reflects a significant increase in the useful life of the resulting asset from the initial asset effected.

C. In accordance with Governmental Accounting Standards Board Statement 51 (GASB 51), the District will recognize intangible assets as clarified. Computer software is considered an intangible asset since it represents competitive advantages developed or acquired by an organization.

~~Computer software is considered an intangible asset since it represents competitive advantages developed or acquired by an organization. Therefore, computer software does not meet the NCRTD's capitalization of fixed asset criteria.~~

B. ~~_____~~
D. PModular furniture (parts requiring assembly with other parts) does not meet the NCRTD's capitalization of ~~capital fixed~~ assets criteria; only individual ~~fixed~~ assets (quantities of one that exceed \$5,000) are reflected in the official financial statements of the District recorded. Every effort will be made to recognize assets individually to reflect accurate useful lives and depreciation.

11.0 Federal Common Rule Authority and the NCRTD's Capital Fixed Asset Accounting Policies

- A.** Departments are responsible for adhering to these policies. They are applicable when NCRTD property meets the criteria of a capital fixed asset as established and defined by the Finance Department.
- B.** Each department is responsible for adhering to the Federal Common Rule Section 32 and FTA, related to equipment obtained through Federal Grants and FTA.

Training:

There is no training mandated for the implementation of this policy or the statutes identified as the authority for this function.

Definitions:

Equipment: Rolling stock, office equipment, computers, cameras, garage equipment, tools or any other item used to conduct NCRTD business.

1. "Betterment" means a replacement or major renovation of an existing asset or unit of an existing asset by an improved or superior asset or unit, the effect of which is to improve the efficiency of the primary asset or lengthen the remaining service life.
2. "Component" means a separately identifiable part of an asset that is more meaningfully defined as an aggregate assembly.
3. "Depreciation" means the method applied to allocating the cost of a fixed capital asset over the duration of its useful life.
4. "Fixed Capital Asset" means any property or equipment that has an initial value to NCRTD, whether in cash or trade value, of more than five thousand

dollars (\$5,000). It is not acquired for subsequent sale or consumption but for utilization in the course of a department's normal operations in producing and distributing goods or rendered services. The asset is expected to be used or held beyond the fiscal year in which it was acquired with being consumed by its use. FixedCapital assets include those assets constructed by department personnel. This \$5,000 threshold for capitalization is a minimum and does not preclude departments from controlling assets of lesser value through their fixedcapital systems when such control is desirable or appropriate.

5. "FixedCapital Asset Coordinator" means an individual within a department or a section of a department who is responsible for controlling and accounting for the fixedcapital assets in the custody and use of the department or section.
6. "General fixedcapital assets" means those assets acquired by governmental funds, and not accounted for directly in the real accounts of such funds.
7. "General fixedcapital asset account group" means those accounts used to record and track fixedcapital assets acquired by "governmental funds." These "funds" include the Gross Receipts Tax fund, the Federal grants fund, and the capital project fund. Assets are recorded in these accounts, along with any betterments, impairments or depreciation. Assets are carried in this account group to recognize that they are not a component of fund balance available for appropriation.
8. "Object code" means the expenditure accounting code that indicates the category of benefits for which money was spent.
9. "Physical inventory" means the process of verifying that fixedcapital assets owned by NCRTD, are present in their assigned custody and location, and evaluating their condition.
10. "Proprietary funds" means those funds used to account for the provision of services by a government entity to other government entities or to the public. The financial objective of such funds is to recover through user charges to full cost (including depreciation) of operations.
11. "Tag" means any label or marking that is permanently affixed to a fixedcapital asset, including indelible ink or dyes, numbers physically stamped into the fixedcapital asset, adhesive labels or barcodes, and metal tags.

Inventory Label: a self-adhesive tag or comparable electronic medium device used to safeguard and identify inventoried tangible personal property with a department unique serialized asset ID number by affixing it to an asset.

Lease FixedCapital Assets: a lease is an agreement between two parties in which the NCRTD makes periodic payments to another party for the right to use the property for a stated period of time. The item is considered a 'capital lease' and should be included in the fixedcapital asset system if the lease meets at least one of the four criteria listed below:

1. Lease transfers ownership to the NCRTD during or at the end of the lease term.
2. Lease contains a bargain purchase option which is a provision to buy the property at a very favorable price.
3. Lease term is equal to or greater than 75% of the estimated economic life of the leased property. (Not applicable if the beginning of the lease term falls

within the last 25% of the total estimated economic life of the leased property.)

4. Present value of the minimum lease payment equals or exceeds 90% of the fair market value of the leased property. Minimum lease payments generally equal the property rental payments excluding executor costs such as maintenance and insurance.

Licensed Vehicles: all NCRTD vehicles, including renovations and improvements, having a useful life of more than one year, including trailers whether self-propelled or not, that are capable of being licensed through the Motor Vehicle Division, and can be used for over-the-road transportation.

Obsolete Items: Equipment or supplies that are worn out or no longer needed because they are outdated and can no longer be used anywhere within NCRTD.

Property: assets that are owned, subject to ownership, or in effect are owned by the NCRTD. Assets subject to ownership or in effect are owned by the NCRTD would include items being acquired by lease purchase, where the lease purchase contract transfers ownership of property to the NCRTD during or at the end of the lease term. Additionally, assets that are acquired by a capital lease are included where the lease meets one of the four criteria used for determining if a lease is a capital lease.

Real Property: Land and whatever is erected or affixed to land, excluding infrastructure. Major classifications of real property are land, land improvements and buildings. Land improvements include, but are not limited to landscape, sidewalks, parking lots, shelters, storm sewers, towers, storage tanks, etc. Buildings include, but are not limited to, improvements and renovations.

Sensitive Property: Tangible personal property that is highly popular and vulnerable to theft. This includes, but is not limited to, internal components. See Appendix 1.

Supplies: Items consumed or expended when used in the operation of NCRTD activities, or acquired for resale, or have a useful life of less than one year.

Tangible Personal Property: all property that has a real existence (physical) and a useful life of one year or more, excluding real property and intangible personal property, such as software and copyrights. Tangible personal property includes, but is not limited to, equipment, machinery, tools, furniture, office furniture and non-licensed vehicles including renovations and improvements. Tangible personal property is considered real property (building fixtures) when permanently attached and made part of a building in such a way that removal alters the intended use of the facility or site. Thus, it becomes subject to the real property inventory reporting threshold.

APPENDIX 1

North Central Regional Transit District Sensitivity List

Each Department is required to inventory the sensitive property included on this list. The list should not be considered as all inclusive, but is intended to be used as a guide. There may be other items in the general classifications not listed which are subject to the \$100 sensitivity threshold.

AUDIO VISUAL EQUIPMENT (example: televisions, VCRs, overhead projector/camcorder, cameras)

COMMUNICATION EQUIPMENT (example: mobile radio/walkie-talkie/scanners, cellular phones)

GARAGE TOOLS (example: photo volt meters, battery chargers/testers, jack (10-12 ton), Pellet, snow shovel plows, trash cans, air compressors, tire balancer, tool boxes, dolly, step ladders, pressure washers)

HAND TOOLS (example: drills, sanders, grinders, circular saws, chain saws, small electronic hand tools, etc.)

MISCELLANEOUS OFFICE EQUIPMENT (example: microwaves, refrigerators, air conditioners, dishwashers, small household appliances, etc.)

OFFICE EQUIPMENT (example: calculators, electric staplers, digital telephones, electronic binder machines, laminators, etc.)

OFFICE MACHINES (example: computers, printers-computer connected/pc related, facsimile machines)

FixedCapital Asset Inventory Procedures and Guidelines

- I. Inventory records for licensed vehicles should be maintained via the Finance Department.
- II. All tangible personal property required to be inventoried by this policy shall each be affixed with at least one inventory label, except where the following items or conditions apply:
 - a. Licensed/owned vehicles;
 - b. Internal components of an original asset;
 - c. Items not having an appropriate outside surface area or other physical configuration to allow placement of an inventory label;
 - d. Assets subject to environmental conditions not allowing the inventory label to remain affixed to the items throughout their useful life;
 - e. Modular furniture that requires attachment to other modular furniture in order to perform its intended function;
 - f. Antiques and/or museum items
- III. Inventory numbers, once assigned, shall not be transferred from one asset to another or altered in any way.
- IV. In order to facilitate the property identification and physical inventories the following apply to inventory labels and/or security labels: (See GUIDELINES FOR THE PLACEMENT OF INVENTORY LABELS)
- V. Inventory Record Activity
 - a. Transactions related to fixedcapital assets and supply inventories shall be recorded on the appropriate inventory form and inventory system.
 - b. Physical inventories shall be reported on the inventory form. Each Department shall complete and sign an inventory form upon the completion of the physical inventory for the respective inventory types. All forms shall be signed by the department Manager & Supervisor and submitted to the Finance Department.
 - c. The physical inventory does not relieve staff members of the responsibility for making intermittent checks to determine correctness of the inventory.
 - d. Maintenance items (signage schedule holders and material related to maintaining bus shelters) need to be maintained regardless of cost. Garage inventory items are defined by the Finance Department.
- VI. Suggested Procedures for the Various Methods of Disposal

The NCRTD Disposal form will be completed, the appropriate method indicated, and the inventory ID label attached (if available) and submitted to the Finance Department .

Guidelines for the Placement of Inventory Labels

Labels should be uniformly located on similar types of property. Recommended placement is prescribed below:

- a. Inventory labels should be easily visible with moving the asset;
- b. Inventory labels should not impede regular use of the asset;
- c. Place inventory labels on the permanent part of the asset;
- d. Whenever possible, do not place inventory labels on the bottom, back, or inside drawers of an asset;
- e. In executive areas, or areas with furniture, do not deface the décor, or exterior facades;
- f. An alternate method of etching, stenciling or painting the inventory number onto the asset can be used instead of an inventory label when a department chooses not affix an inventory label due to items noted in section IV of these procedures;
- g. Weather proof paint or weather proof paint markers must be used if painting the inventory number onto the asset.

Examples of placement on Assets:

1. Desks, credenzas – affix where easily accessible, on the front, inside, right side of the item.
2. Table, chairs, stools, sofas, etc. – affix where easily accessible, placed vertically on the front, right leg.
3. Files, cabinets, lockers, racks, bookcases, etc. – affix on the right side, the front, top left corner of the item.
4. Office equipment/machines, computer/accessories and audio/visual equipment – affix to a clean, flat surface, on the front right top corner.
5. Power tools, machinery – affix or etch on a place which is easily accessible on clean flat surface.
6. Small hand tools – affix or etch onto a clean, flat surface, on a place which is easily accessible.
7. Rolling stock- Label will be affixed on the inside seam of the driver door jam, near VIN number plate.



Agenda Report

NCRTD Board of Directors Meeting

Meeting Date: September 4, 2015

Agenda Item – D

Title: Investment of District Funds and the State of New Mexico Local Government Investment Pool Report Summary

Prepared By: Troy Bingham, Finance Director, Anthony J. Mortillaro, Executive Director

Background:

In 2014 the NCRTD began participating in the LGIP government investment fund, known as the New MexiGROW Local Government Investment Pool or LGIP, and other Certificate of Deposits (CDs) from local and surrounding banks in New Mexico. The NCRTD established the short-term investments (no more than 12 months) throughout various FDIC insured institutions in the state of New Mexico. The initial amount invested was \$5,975,492. The total cash balance is \$7,154,000.40, which includes the NCRTD operating account of \$1,155,179.

Summary:

- As of June 30, 2015, the total investment in CDs and LGIP inclusive of interest revenue was \$5,998,822.
- Total earnings from interest totals \$24,022 or FY2015 thru June 30, 2015.
- The average rate of return is .31% from CDs and LGIP.
- The highest earned income is .45% with US New Mexico FCU (6 month term) earning the district a total of \$1,845 in interest.
- The current quarter from March through June of 2015 earned a total of \$4,819.75 in interest.
- NCRTD renewed all 9 of its less than 12 month CDs with Los Alamos National Bank and extended the agreements to 12 months to date. The initial agreements ranged from 3 to 9 months.
- Operating cash balance account has \$1,155,179 for operational cash flows.
- Total overall cash balance is \$7,154,000.

	<u>Amount Invested</u>	<u>Earnings</u>	<u>Total YTD</u>	<u>% of portfolio</u>
LANB operating Acct.	\$1,154,486.46	692.63	\$1,155,179.09	16%
LGIP	1,901,293.00	2,987.79	1,904,280.79	27%
3-5 month CD	250,000.00	620.55	250,620.55	4%
6-8 month CD	500,000.00	3,259.39	503,259.39	7%
12 month CD	3,324,199.00	16,461.58	3,340,660.58	47%
Total	\$7,129,978.46	24,021.94	\$7,154,000.40	

Average Rate of Return w/o Operating Account	0.27%
Current Quarterly Earnings March-June 2015	4,819.75
Fiscal YTD Earnings	<u>24,021.94</u>
Fiscal YTD Earnings + Investment	\$7,154,000.40

The District investment strategy is passive. Given this strategy, NCRTD has determined the market yields are being achieved by comparing the average District portfolio yield to the one-year U.S. Treasury Bill. As of June 30, 2015 the one-year treasury rate was .28%, the District is averaging a rate of return at .27%

Recommended Action:

It is recommended that the Board of Directors discuss and review the information presented in relation to the LGIP and the Certificate of Deposit Investment report and move to accept as presented.

Options/Alternatives:

1. Take no action; or
2. Endorse the Quarterly Investment report (recommended).

Fiscal Impact:

None

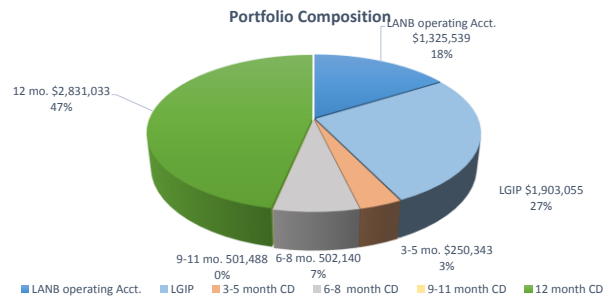
Attachments:

- LGIP and District Division of Certificate of Deposit Investment report as of June 30, 2015

North Central Regional Transit District
Certificate of Deposit Report
Report as of 6/30/2015

	Date opened	Term/mos	Expiration	Rate	Amount invested	Earnings 7-1-2014 thru 9-30-14	Earnings 10-1-14 thru 12-31-14	Earnings 1-1-15 thru 3-31-15	Earnings 4-1-15 thru 6-30-15	YTD Total Earnings	Investment Balance 6-30-2015	
12 months												
Los Alamos National Bank	7/4/2014	12	7/4/2015	0.40%	250,000.00	109.77	54.66	669.28	252.98	1,086.69	251,086.69	(1)
Los Alamos National Bank	8/3/2014	12	8/3/2015	0.40%	250,000.00	171.32	85.66	584.46	252.98	1,094.42	251,094.42	(1)
Los Alamos National Bank	9/2/2014	12	9/2/2015	0.40%	250,000.00	205.60	102.80	499.48	253.00	1,060.88	251,060.88	(1)
Los Alamos National Bank	10/2/2014	12	10/2/2015	0.40%	250,000.00	380.42	221.63	247.25	252.96	1,102.26	251,102.26	(1)
Los Alamos National Bank	11/1/2014	12	11/1/2015	0.40%	250,000.00	380.42	113.41	331.96	252.97	1,078.76	251,078.76	(1)
Los Alamos National Bank	12/1/2014	12	12/1/2015	0.40%	250,000.00	443.88	204.21	249.96	253.04	1,151.09	251,151.09	(1)
Los Alamos National Bank	12/31/2014	12	12/31/2015	0.40%	250,000.00	443.88	276.33	250.11	250.37	1,220.69	251,220.69	(1)
Los Alamos National Bank	1/30/2015	12	1/30/2016	0.40%	250,000.00	507.36	249.94	313.44	253.22	1,323.96	251,323.96	(1)
Washington Federal Bank	2/27/2015	12	2/27/2016	0.40%	250,000.00	581.50	252.76	247.51	250.52	1,332.29	251,332.29	
State Employees Credit Union	2/28/2015	12	2/28/2016	0.55%	250,000.00	810.74	347.70	340.72	344.86	1,844.02	251,844.02	
Los Alamos National Bank	3/6/2015	12	3/6/2016	0.40%	574,199.00	1,165.30	574.07	726.27	575.27	3,040.91	577,239.91	(1)
	4/1/2015											
	5/1/2015											
Los Alamos National Bank	6/4/2015	12	6/4/2016	0.40%	250,000.00	378.28	249.78	247.27	250.28	1,125.61	251,125.61	
	12 Month/Total		Average rate	0.41%	\$ 3,324,199.00	5,578.47	2,732.95	4,707.71	3,442.45	\$ 16,461.58	\$ 3,340,660.58	
6-8 months												
Guadalupe CU	4/28/2015	7	11/29/2015	0.45%	250,000.00	654.12	197.81	278.43	284.93	1,415.29	251,415.29	
US Eagle FCU	2/20/2015	6	8/21/2015	0.45%	250,000.00	1,002.87	284.86	273.98	282.39	1,844.10	251,844.10	
	6-8 Month/Total		Average rate	0.45%	500,000.00	1,656.99	482.67	552.41	567.32	3,259.39	503,259.39	
3-5 months												
Bank of New Mexico	5/21/2015	3	8/21/2015	0.15%	250,000.00	248.04	94.63	186.27	91.61	620.55	250,620.55	
	3-5 Month/Total		Average rate	0.15%	250,000.00	248.04	94.63	186.27	91.61	620.55	250,620.55	
State of New Mexico office of the Treasurer		LGIP		0.12%	1,901,293.00	1,167.18	594.74	649.85	576.02	2,987.79	1,904,280.79	
			Short term Investment		5,975,492.00	8,650.68	3,904.99	6,096.24	4,677.40	23,329.31	5,998,821.31	
Los Alamos National Bank		Operating Acct.		0.05%	1,154,486.46	142.92	194.37	212.99	142.35	692.63	1,155,179.09	
					\$ 7,129,978.46	\$ 8,793.60	\$ 4,099.36	\$ 6,309.23	\$ 4,819.75	\$ 24,021.94	7,154,000.40	

(1) Converted from 3-9 month's CDs to 12 month's CDs.



	Amount Invested YTD	Earnings	% of portfolio
LANB operating Acct.	1,155,179.09	692.63	16%
LGIP	1,904,280.79	2,987.79	27%
3-5 month CD	250,620.55	620.55	4%
6-8 month CD	503,259.39	3,259.39	7%
9-11 month CD	-	-	0%
12 month CD	3,340,660.58	16,461.58	47%
Total	\$ 7,154,000.40	24,021.94	
Average Rate of Return w/o operating acct.			
Current Quarterly Earnings March - June 2015			0.27%
Fiscal YTD Earnings			4,819.75
Fiscal YTD Earnings + Investment			24,021.94
			\$ 7,154,000.40



Agenda Report

NCRTD Board of Directors Meeting

Meeting Date: September 4, 2015

Agenda Item – E

Title:

Resolution 2015-27 Providing for Adoption of Fare-Free Weekday Non-Premium Fixed Route and Flex Paratransit (Up to 3/4th of a Mile from a Fixed Route) and for Premium Fare Service Parameters.

Prepared By:

Stacey McGuire, Planning, Projects and Grants Manager

Summary:

This resolution will continue a fare-free policy for the NCRTD on weekday non-premium fixed routes and flex paratransit (up to 3/4ths of a mile from fixed routes operated by the NCRTD), as well as establish the premium fare service parameters.

Background:

The first resolution for free fares (2008-04) was adopted by the NCRTD board on May 9, 2008, and continued by resolutions 2008-16, 2009-06, 2010-09, 2011-15 and 2013-22. This resolution will continue fare-free non-premium non-holiday weekday service until December 31, 2017. Retaining free fares on non-premium fixed routes will eliminate the necessity for capital investment in fare box collection equipment of approximately \$50,000 (at minimum) with estimated annual administrative and collection costs of \$52,300. It will allow for continued ridership growth, driver focus on safety, and routes running in a timely manner.

Fare-free transit brings many benefits, some of which include:

1. A barrier-free transportation option to *every* member of the community (no more concerns about exact change, expiring transfers, or embarrassment over how to pay);
2. Eliminating a "toll" from a mode of transportation that we as a society want to be better utilized (transit is often the only way of getting around that charges a toll);
3. Reducing the inequity between the subsidies given to private motorized vehicle users

- and public transport users;
4. Reducing, and in some cases eliminating, the need for private motorized vehicle parking;
 5. Reducing greenhouse gas emissions, other air pollutants, noise pollution, and run-off from toxic chemicals into fresh water supplies and ocean environments;
 6. Reducing overall consumption of oil and gasoline;
 7. Mitigating the perceived need to spend billions on roads and highways;
 8. Contributing significantly to the local economy by keeping our money in our communities;
 9. Allowing all bus doors to be used to load passengers, making service faster and more efficient;
 10. Allowing operators (drivers) to focus on driving safely;
 11. Giving operators more time to answer questions;
 12. Providing operators a safer work environment since fare disputes are eliminated;
 13. Eliminating fare evasion and the criminalization of transit-using citizens;
 14. Fostering more public pride in shared, community resources.

In December 2014, the NCRTD Board approved the adoption of fares for premium service (related to Taos Express, Resolution 2014-24). Furthermore, the Service Plan Update (completed May 2014) recommends implementation of a premium fare structure that would require a fare from passengers utilizing premium, enhanced, and/or weekend transit service. Weekend, holiday and recreationally-focused service (versus essential service-focus) is deemed to be viable criteria to employ when determining when a route is non-premium and fare-free, or a route is premium and requires a fare. Additionally, non-ADA flex request on fixed routes are viewed as premium service and should require a fare.

Recommended Action:

It is recommended that the Board move for passage of Resolution 2015-27

Options/Alternatives:

1. Continue to operate all routes, regardless of level and type of service or day of operation, as fare-free. (Not recommended)
2. Approve Staff's recommendation to operate weekday non-holiday service fare-free, and operate premium service on a fare basis as outlined herein. (Recommended)
3. Direct Staff to continue to research fare options for both non-premium and premium service and report back to the Board with further information. (Not Recommended)

Fiscal Impact:

It is estimated that the cost of farebox equipment and installation for the entire fleet would be in the range of \$49,300-\$636,900, with an ongoing cost of approximately \$52,300 for Staff to pull vaults (from all buses) daily, count money, and make daily deposits.

Attachments:

- Resolution No. 2015-27
- Premium Fare Routes



North Central Regional Transit District (NCRTD)

Resolution 2015-27

Providing for Adoption of Fare-Free Weekday Non-Premium Fixed Route and Flex Paratransit (Up to 3/4th of a Mile from a Fixed Route) and for Premium Fare Service Parameters.

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Sections 73-25-1 through 73-25-19); and

WHEREAS, the NCRTD is a subdivision of the State of New Mexico with all the authority and duties of the same; and

WHEREAS, it is lawful for the NCRTD to charge fares for transit services (NMSA 1978, Section 73-25-6 (A) (4)); and

WHEREAS, the NCRTD Board has the non-delegable authority to establish all policies regarding fees, tolls, rates or charges. (NMSA 1978, Section 73-25-5 (A) (4)); and

WHEREAS, non-premium fare-free weekday service will continue to offer an attractive alternative to driving individual and single occupancy vehicles; and,

WHEREAS, the NCRTD intends to provide certain “Premium” services consisting of routes and operations outside the scope of weekday non-holiday operations; and

WHEREAS, the NCRTD will operate seasonal and/or dedicated type transit routes on weekends and times outside the regular standard transit service and will charge fares for these kinds of Premium services; and

WHEREAS, the Board deems it economically reasonable and necessary to require a fare be charged for Premium services.

NOW THEREFORE BE IT RESOLVED THAT the North Central Regional Transit District Board of Directors hereby approves fare-free service on all non-premium fixed and paratransit service (up to 3/4ths of a mile from fixed routes operated by the North Central Regional Transit District), as well as fare service for routes deemed to be premium in nature as indicated on the attached fare schedule, from January 1, 2016 to December 31, 2017.

**PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE
NORTH CENTRAL REGIONAL TRANSIT ON THIS 4TH DAY OF SEPTEMBER 2015.**

Daniel Barrone, Chair

Approved as to form:

Peter Dwyer, Legal Counsel

PREMIUM FARE ROUTES

- **Taos Express**

- Saturday and Sunday (Weekend) service: \$5.00 cash per one way trip (exact change) between Santa Fe and Taos.
- Saturday and Sunday (Weekend) Mid Route (Española to Santa Fe or Española to Taos) Fare: \$2.00 cash per one way trip (exact change).

- **Village of Taos Ski Valley**

- Seasonal 7 day per week service to provide access to the Village of Taos Ski Valley from Town of Taos.
- Service currently being negotiated; the fare structure and hours of operation will be outlined in an MOA/MOU between the District and the Village of Taos Ski Valley upon negotiation completion. It is anticipated that there will be two fare zones on this route:
 - Zone 1 includes all the stops on the north/eastbound (up the Mountain) service as well as the south/westbound stops within the Village of Taos Ski Valley and will have a \$2 fare per one way trip (exact change);
 - Zone 2 includes all south/westbound stops **excluding the stops located within the Village of Taos Ski Valley** and will be provided fare-free. The south/westbound (down the Mountain) trip will incorporate 2-3 pilot stops (to be used to assess long-term ridership potential) that will be included within zone 2; anticipated pilot stop locations will be NM150 @ Medley, NM150 @ Las Animas Rd, NM150 @ NM230 (Lower Valdez).

- **Mountain Trail**

- Trial route to operate September 26, 2015-April 4, 2016 and again July 1, 2016- August 31, 2016.
- 7 day per week service to provide access to Santa Fe National Forest and Ski Santa Fe from Santa Fe and beyond.
- Winter fare is \$5.00 cash per one way trip; Non-winter fare is \$5.00 round trip.

- **Additional premium service** as outlined in the Service Plan Update, formally requested by the Board and/or new routing deemed to be operational viable and supported by the Board. Upon identification of such service, Staff will report to Board and request fare direction.



Agenda Report

NCRTD Board of Directors Meeting

Meeting Date: September 4, 2015

Agenda Item – F

Title: Resolution No. 2015-28 Federal Lands Access Program (FLAP) application submittal relating to new regional service to Santa Fe National Forest and Ski Santa Fe

Prepared By: Stacey McGuire, Planning, Projects and Grants Manager

Summary: This Resolution is required to be considered for Federal Lands Access Program (FLAP) funding for vehicle acquisition, transit facility construction, and operating expenses related to providing transit service and access to the Santa Fe National Forest and Ski Santa Fe. FLAP is a program under MAP-21 and through the Central Federal Lands Highway Division, and the funding is programmed on a state level. The application deadline is October 9, 2015. There is a 14.56% percent local match requirement for FLAP. New Mexico is estimated to have \$10-11 million in funds to award, with the intent to create a robust 5-7 year program of projects. Funds will be available after the Program selection process concludes for preliminary engineering and in 2018-2019 for construction.

Background: In October 2013, the NCRTD received a service request through the City of Santa Fe for a needs assessment in relation to providing transit service to Ski Santa Fe, which is located within the Santa Fe National Forest. Staff began researching funding sources and opportunities to supplement the requested service. Under MAP-21, Federal Lands Access Program was created to provide and/or improve access to federal lands, mitigate environmental mitigation to improve public safety and reduce wildlife casualties, and support transportation in and adjacent to federal lands. FLAP emphasizes high-use recreational areas and economic generators.

The NCRTD did apply for FLAP funds in January 2014 for the same project, but did not receive an award.

Beginning in September 2015, the NCRTD will begin operation of a pilot project (Mountain Trail route) to provide transport from downtown Santa Fe to Santa Fe National Forest and Ski Santa Fe. The trial route is a collaboration between public and private supporters, and is anticipated to operate September 26, 2015 through April 4, 2016, and again from July 1, 2016

through August 31, 2016. Upon pilot project completion, the route will be assessed for long-term viability. FLAP funding would support the Mountain Trail route on a longer-term basis (in addition to 5311 funding).

Recommended Action: Approval of Resolution No. 2015-28 Authorizing the submittal of an application for FLAP funds.

Options/Alternatives:

Alternatives would be to not participate in the State of New Mexico's suballocation of Federal funding through the Federal Lands Access Program.

Fiscal Impact:

The fiscal impact would be the loss of potential Federal FLAP funding for the planning, operation, capital, and construction of facilities relating to transit service to Santa Fe National Forest and Ski Santa Fe. As a result, the District would need to identify an alternative source of funding to supplement transit service to Santa Fe National Forest, or potentially be unable to finance the service long-term.

Attachments:

- Resolution No. 2015-28
- New Mexico FLAP Call for Projects



**North Central Regional Transit District
Resolution 2015-28**

**A RESOLUTION AUTHORIZING THE SUBMITTAL OF A STATE OF NEW MEXICO
FEDERAL LANDS ACCESS PROGRAM (FLAP) APPLICATION FOR CAPITAL AND
OPERATING COSTS RELATING TO TRANSIT SERVICE TO SANTA FE NATIONAL
FOREST AND SKI SANTA FE**

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Section 73-25-1 et seq.); and

WHEREAS, the NCRTD is a sub-division of the State of New Mexico; and

WHEREAS, the NCRTD was approved and certified by the New Mexico Department of Transportation on the 14th day of September 2004;

WHEREAS, the NCRTD wishes to submit an application for Federal funding for 2018-2019 through the Federal Lands Access Program; and

WHEREAS, the funding may be used for capital, operating and construction of a new transit service providing regional access to Santa Fe National Forest and Ski Santa Fe; and

WHEREAS, the application is due to the Central Federal Lands Highway Division by October 9, 2015 for prioritization and selection; and

WHEREAS, the NCRTD acknowledges and commits to providing the 14.56% local match requirement in the event of award of Federal Lands Program funds;

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board that the District Staff is authorized to file an application for the Federal Lands Access Program.

**PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE
NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 4th DAY OF
SEPTEMBER, 2015.**

Daniel Barrone, Chairman

Approved as to form:

Peter Dwyer, NCRTD Legal Counsel



U.S. Department
of Transportation
**Federal Highway
Administration**

Central Federal Lands Highway Division

July 7, 2015

12300 West Dakota Avenue
Suite 380B
Lakewood, CO 80228

Federal Land Managers
New Mexico Department of Transportation
Regional, County and Local Governments
Tribal Governments

Request for Project Applications New Mexico Federal Lands Access Program

The Federal Lands Access Program (Access Program) presents an exciting opportunity for state, county, and local entities to obtain funding for a variety of transportation projects accessing Federal lands in the state of New Mexico. This new program was established by the Moving Ahead for Progress in the 21st Century (MAP-21), the new transportation authorization that was signed into law by the President on July 6, 2012, and was officially enacted on October 1, 2012. Project applications are now being accepted to develop a robust 5–7 year program of transportation projects (estimated program approximately \$10 - 11 million). Funds will be available for construction projects in 2018 – 2019 with preliminary engineering funding will be made available after the program selection process has been completed.

What is the purpose of the program?

The goal of the Access Program is to improve transportation facilities that provide access to, are adjacent to, or are located within Federal lands.

Who is eligible to apply?

Eligible applicants include State, county, tribal, or city government agencies that **own or maintain** the transportation facility.

What types of projects will be considered?

The Access Program supplements State and local resources for public roads, transit systems, and other transportation facilities, with an emphasis on Federal high-use recreation sites and Federal economic generators. Access Program funds are intended for design, construction, or reconstruction and **are not** intended for maintenance projects (e.g., crack sealing, chip seal, potholes, or drainage repair).

How do I submit a project application?

1. Complete the New Mexico Access Program Application found at:
www.cflhd.gov/programs/flap/nm/
2. Obtain endorsement from the appropriate Federal Land Management Agency (FLMA)
3. Send your completed project application via E-Mail to cfl.planning@dot.gov

How will projects be evaluated?

For New Mexico, the Access Program is administered by the Federal Highway Administration (FHWA) through the Central Federal Lands Highway Division (CFLHD). MAP-21 mandates that decisions be made through New Mexico's Programming Decisions Committee (PDC) in cooperation with the respective Federal Land Management Agencies. The PDC consists of three representatives: (a) FHWA; (b) the State DOT; and (c) a "representative of any appropriate political subdivision of the state." The PDC will review project applications and rank them based on weighted selection criteria developed by the PDC. The selection criteria are reflective of needs in the state of New Mexico and Federal regulations and guidelines.

Members of the New Mexico PDC include:

- Mr. Ryan Tyler, Planning and Programs Branch Manager, FHWA - CFLHD (or designated representative);
- Mr. Elias Archuleta, Division Director, NMDOT (or designated representative); and
- Mr. Steve Kopelman, Executive Director, New Mexico Association of Counties (or designated representative).

The New Mexico PDC will solicit project applications with the intent of developing a 5 to 7 year program. **Applications will be due by October 9, 2015.** Applicants must be prepared to address the match requirements (14.56%) and have the support of the pertinent Federal Land Management Agencies.

Preference will be given to those projects which provide access to **Federal high-use recreational sites** or **Federal economic generators**. Projects will be evaluated on the following criteria:

- Access, mobility and connectivity;
- Economic development;
- Facility condition;
- Safety;
- Funding, coordination and cost; and
- Resource protection.

Project selection resides with the PDC. The PDC will select a balanced program made up of a range of projects with a mix of larger and smaller construction values to balance the applicant's needs with the available funding. The PDC will make its final decision based on the project proposals ability to meet the aforementioned criteria as well as project support, project readiness, agency priorities, applicant's share of project costs, availability of funds, project development delivery schedules, previous Federal investment and environmental and right-of-way time constraints.

2015 Tentative Project Selection Schedule:

<i>MONTH</i>	<i>July</i>	<i>August</i>	<i>September</i>	<i>October</i>	<i>November</i>	<i>December</i>	<i>January</i>	<i>February</i>
PROGRAM DECISION COMMITTEE	Call for Project Applications			PDC scores and ranks applications	PDC selects short-list of applicants for development of project agreements, scoping, project delivery plan.		PDC final project selection meeting	Funded program announced
APPLICANT	Applications prepared and submitted				Short list of applications engaged in scoping			

Note: Schedule subject to change

Who should I contact if I have questions?

Questions about the application process or the Access Program can be directed to:
Mr. Chris Longley, CFLHD Federal Lands Access Program Coordinator at (720) 963-3733 or
Christopher.Longley@dot.gov

For agency-specific contacts in New Mexico, see below.

Agency	Name	Email
New Mexico DOT	Elias Archuleta	Elias.Archuleta@state.nm.us
New Mexico Association of Counties	Steve Kopelman	SKopelman@nmcounties.org
National Park Service	Sena Wiley	Sena_Wiley@nps.gov
National Forest Service	Danny Montoya	Drmontoya@fs.fed.us
Bureau of Land Management	Elaine Lopez	Ellopez@blm.gov
U.S. Fish and Wildlife Service	Rob O'Brien	Robert_Obrien@fws.gov
Army Corps of Engineers	Meredith Bridgers	Meredith.Bridgers@usace.army.mil
Military Surface Deployment Command	Jason Cowin	Jason.Cowin@us.army.mil

Sincerely yours,

ORIGINAL SIGNED BY:

Chris Longley
Access Program Coordinator

Attachment (Project Application)



North Central Regional Transit District

Financial Summary

As of July 31, 2015

Summary:

The North Central Regional Transit District (NCRTD) is currently reporting the first month of financial activity. The expenses/revenues that should be reported for the period through July 31, 2015, which represents 8.33% of the budget.

The monthly budget figures for the federal grant revenues and expenditure figures from the charts/tables have been divided using a straight-line method (1/12 increments). The GRT monthly budget figures are allocated utilizing trends from the last six fiscal years. NCRTD reports financials that follow GAAFR (Governmental Accounting, Auditing, and Financial Reporting). The charts/tables compare the current year revenues and expenditures to the previous year.

Financial Highlights

Revenue:

As of July 31, 2015, total revenue of \$94,428 has been recognized, which is .84% of budgeted revenues. NCRTD has no GRT or Federal revenues to report for the month of July 2015. There is a two month lag in receiving gross receipts tax revenue (GRT) and federal funds are recognized after the funds are spent.

Expenditures:

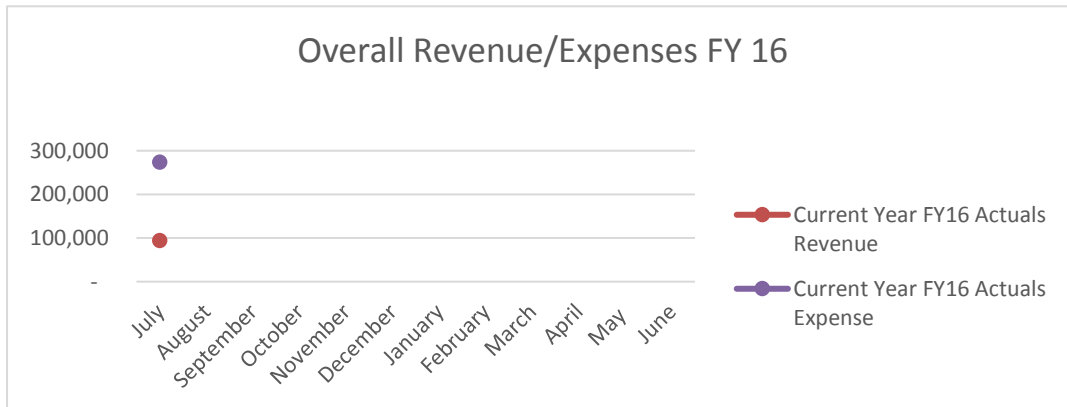
As of July 31, 2015, NCRTD recognized expenditures totaling \$273,848 which is 2.43% of total budgeted expenditures.

Of the \$273,848 spent, \$76,354 was in Administration, \$197,494 in Operations and \$0 in Capital Outlay. Administration has spent 5.7%, Operations 2.3% and Capital Outlay 0% of its budgets.

Other Matters:

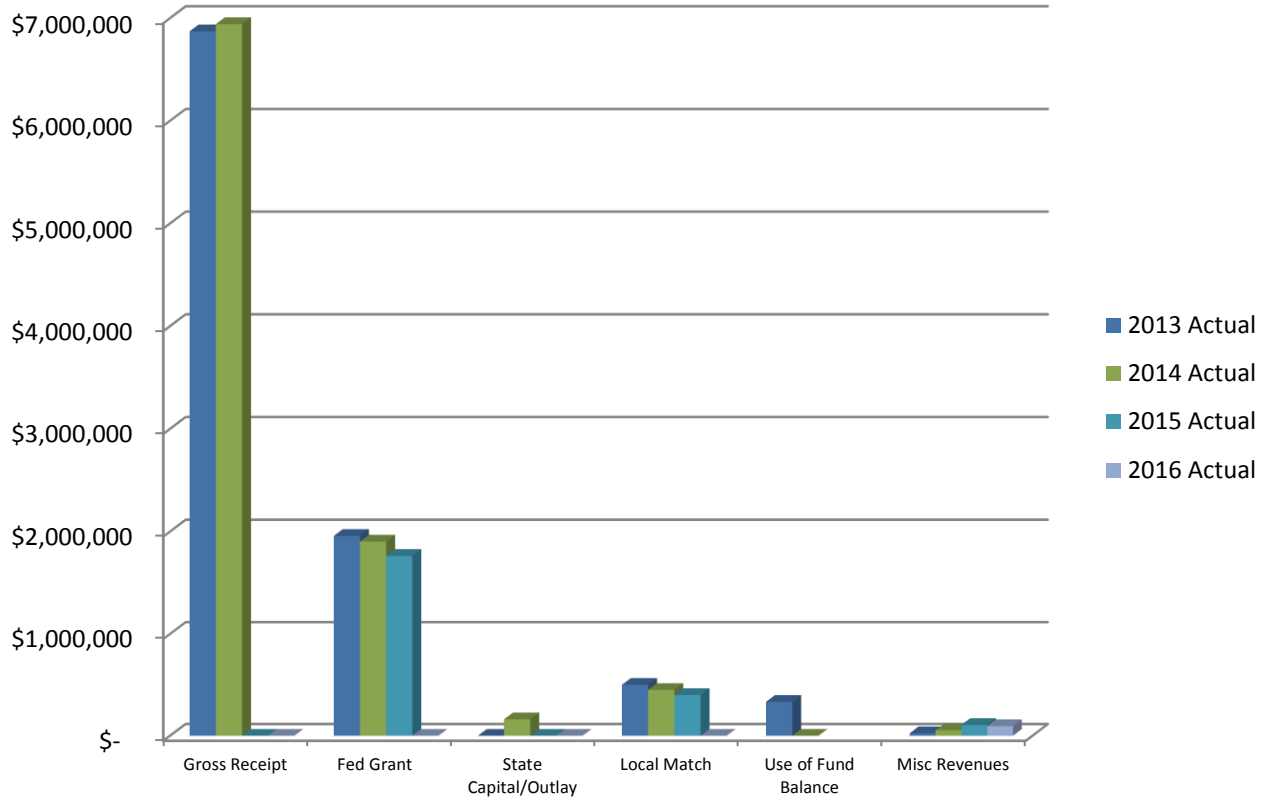
N/A

MONTHLY BOARD REPORT
FY2016 (July 1, 2015 to June 30, 2016)
NCRTD Revenue and Expenses vs. Budget
As of July 31, 2015



	Budget Revenue FY16		Current Year FY16 Actuals Revenue		Budget Expenses FY16		Current Year FY16 Actuals Expense	
July		935,945		94,428		935,945		273,848
August		935,945				935,945		
September		935,945				935,945		
October		935,945				935,945		
November		935,945				935,945		
December		935,945				935,945		
January		935,945				935,945		
February		935,945				935,945		
March		935,945				935,945		
April		935,945				935,945		
May		935,945				935,945		
June		935,945				935,945		
Totals	\$	11,231,339	\$	94,428 *	\$	11,231,339	\$	273,848 *

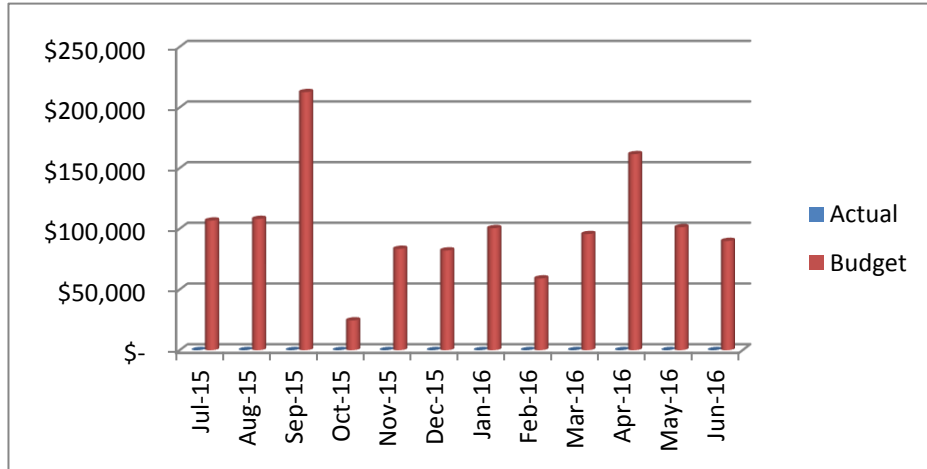
MONTHLY BOARD REPORT
FY2016 (July 1, 2015 to June 30, 2016)
NCRTD Revenue by Sources
As of July 31, 2015



	2013 Actual	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	% of Actual vs budget
Gross Receipt	\$ 6,871,271	\$ 6,757,529	\$ 6,941,122	\$ -	\$ -	\$ 6,903,500	\$ -	0.0%
Fed Grant	\$ 1,957,128	\$ 2,198,429	\$ 1,902,036	\$ 2,727,478	\$ 1,762,384	\$ 2,937,590	\$ -	0.0%
State Capital/Outlay	\$ -	\$ 170,000	\$ 161,188	\$ 175,000	\$ -	\$ -	\$ -	0.0%
Local Match	\$ 500,000	\$ 450,000	\$ 450,000	\$ 400,000	\$ 400,000	\$ 350,000	\$ -	0.0%
Use of Fund Balance	\$ 333,000	\$ -	\$ -	\$ 354,758	\$ -	\$ 516,609	\$ -	0.0%
Misc Revenues	\$ 24,312	\$ 60,500	\$ 53,637	\$ 50,000	\$ 105,967	\$ 523,640	\$ 94,428	18.0%
TOTAL	\$ 9,685,711	\$ 9,636,458	\$ 9,507,983	\$ 3,707,236	\$ 2,268,351	\$ 11,231,339	\$ 94,428	0.8%

MONTHLY BOARD REPORT
FY2016 (July 1, 2015 to June 30, 2016)
Gross Receipts Revenue By County

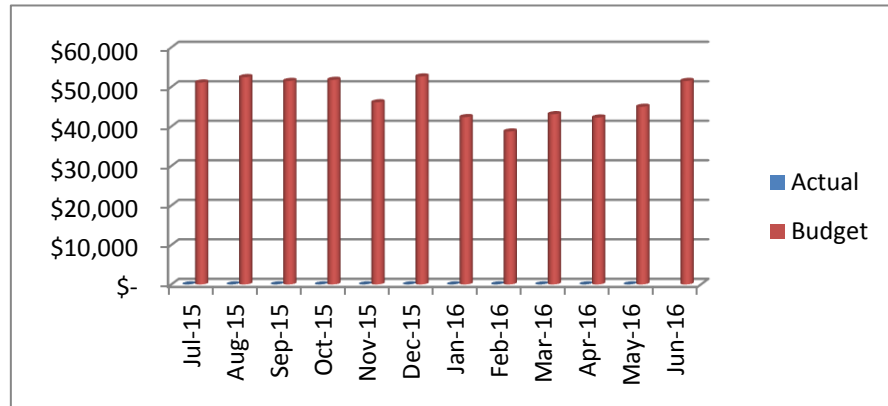
LOS ALAMOS COUNTY



Date Received		Actual	Budget	of Monthly Budget
Jul-15	\$	-	\$ 106,697	0%
Aug-15	\$	-	\$ 108,045	0%
Sep-15	\$	-	\$ 212,660	0%
Oct-15	\$	-	\$ 24,500	0%
Nov-15	\$	-	\$ 83,423	0%
Dec-15	\$	-	\$ 82,075	0%
Jan-16	\$	-	\$ 100,450	0%
Feb-16	\$	-	\$ 59,045	0%
Mar-16	\$	-	\$ 95,550	0%
Apr-16	\$	-	\$ 161,455	0%
May-16	\$	-	\$ 101,185	0%
Jun-16	\$	-	\$ 89,915	0%
YTD Total	\$	-	\$ 1,225,000	0%

MONTHLY BOARD REPORT
FY2016 (July 1, 2015 to June 30, 2016)
Gross Receipts Revenue By County

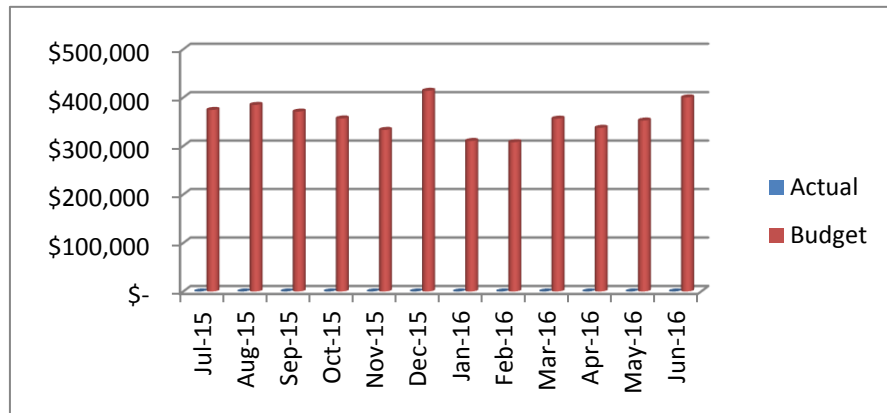
RIO ARRIBA COUNTY



Date Received	Actual Revenue % of Monthly Budget			
	Actual	Budget		
Jul-15	\$ -	\$ 51,108		0%
Aug-15	\$ -	\$ 52,473		0%
Sep-15	\$ -	\$ 51,506		0%
Oct-15	\$ -	\$ 51,790		0%
Nov-15	\$ -	\$ 46,105		0%
Dec-15	\$ -	\$ 52,643		0%
Jan-16	\$ -	\$ 42,353		0%
Feb-16	\$ -	\$ 38,715		0%
Mar-16	\$ -	\$ 43,092		0%
Apr-16	\$ -	\$ 42,240		0%
May-16	\$ -	\$ 44,968		0%
Jun-16	\$ -	\$ 51,506		0%
YTD Total	\$ -	\$ 568,500		0%

MONTHLY BOARD REPORT
FY2016 (July 1, 2015 to June 30, 2016)
Gross Receipts Revenue By County

SANTA FE COUNTY

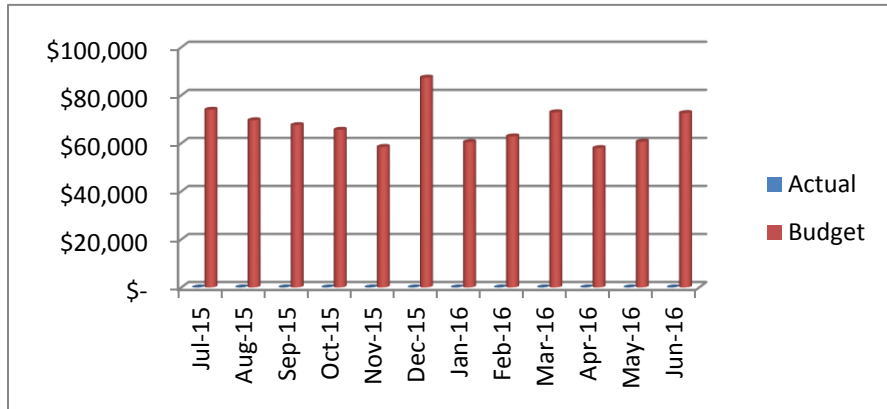


Date Received	Actual Revenue % of Monthly Budget		
	Actual	Budget	
Jul-15	\$ -	\$ 374,530	0%
Aug-15	\$ -	\$ 384,850	0%
Sep-15	\$ -	\$ 371,090	0%
Oct-15	\$ -	\$ 356,900	0%
Nov-15	\$ -	\$ 333,250	0%
Dec-15	\$ -	\$ 414,090	0%
Jan-16	\$ -	\$ 310,460	0%
Feb-16	\$ -	\$ 307,880	0%
Mar-16	\$ -	\$ 356,470	0%
Apr-16	\$ -	\$ 337,550	0%
May-16	\$ -	\$ 352,600	0%
Jun-16	\$ -	\$ 400,330	0%
YTD Total	\$ -	\$ 4,300,000	0%

** Note one-half of the SF County GRT is allocated to Rio Metro

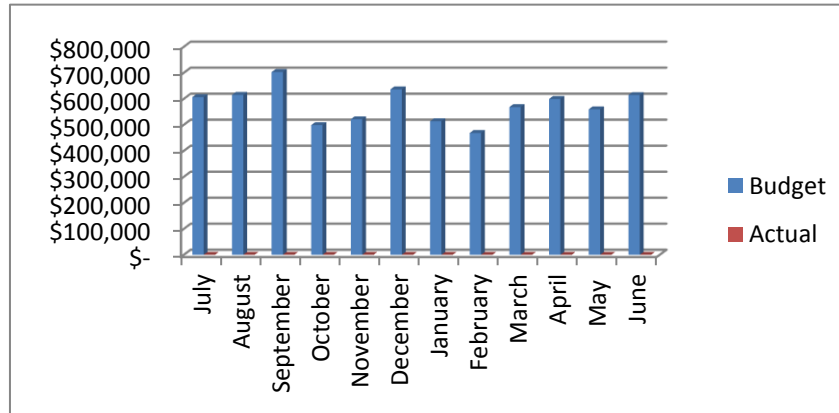
MONTHLY BOARD REPORT
FY2016 (July 1, 2015 to June 30, 2016)
Gross Receipts Revenue By County

TAOS COUNTY



Date Received	Actual	Budget	of Monthly Budget
Jul-15	\$ -	\$ 73,953	0%
Aug-15	\$ -	\$ 69,579	0%
Sep-15	\$ -	\$ 67,554	0%
Oct-15	\$ -	\$ 65,610	0%
Nov-15	\$ -	\$ 58,482	0%
Dec-15	\$ -	\$ 87,318	0%
Jan-16	\$ -	\$ 60,507	0%
Feb-16	\$ -	\$ 62,856	0%
Mar-16	\$ -	\$ 72,900	0%
Apr-16	\$ -	\$ 57,996	0%
May-16	\$ -	\$ 60,669	0%
Jun-16	\$ -	\$ 72,576	0%
YTD Total	\$ -	\$ 810,000	0%

MONTHLY BOARD REPORT
FY2016 (July 1, 2015 to June 30, 2016)
Gross Receipts Revenue Thru July 31, 2015



Budget to Actual FY2016

	Budget	Actual	Actual Revenue % of Monthly Budget
July	\$ 606,288	\$ -	0%
August	\$ 614,947	\$ -	0%
September	\$ 702,810	\$ -	0%
October	\$ 498,800	\$ -	0%
November	\$ 521,260	\$ -	0%
December	\$ 636,126	\$ -	0%
January	\$ 513,770	\$ -	0%
February	\$ 468,496	\$ -	0%
March	\$ 568,012	\$ -	0%
April	\$ 599,241	\$ -	0%
May	\$ 559,422	\$ -	0%
June	\$ 614,327	\$ -	0%
	\$ 6,903,500	\$ -	0%

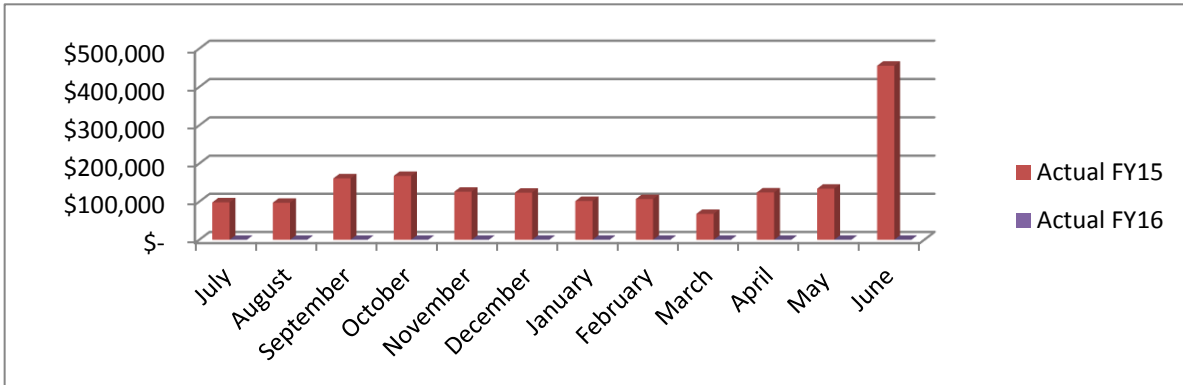
Prior Year vs. Current Year

	Prior Year	Current Year	Inc/Dec from Prior Year to Current Year
	FY2015	FY2016	
July	\$ 640,624	\$ -	\$ (640,624)
August	\$ 586,498	\$ -	\$ (586,498)
September	\$ 711,747	\$ -	\$ (711,747)
October	\$ 524,099	\$ -	\$ (524,099)
November	\$ 524,404	\$ -	\$ (524,404)
December	\$ 658,103	\$ -	\$ (658,103)
January	\$ 557,752	\$ -	\$ (557,752)
February	\$ 442,578	\$ -	\$ (442,578)
March	\$ 568,669	\$ -	\$ (568,669)
April	\$ 725,956	\$ -	\$ (725,956)
May	\$ 602,505	\$ -	\$ (602,505)
June	\$ 704,185	\$ -	\$ (704,185)
	\$ 7,247,120	\$ -	\$ (7,247,120)

MONTHLY BOARD REPORT

FY2016 (July 1, 2015 to June 30, 2016)

Grant Revenue



Budget to Actual FY2015

	Budget FY15	Actual FY15	Budget FY16	Actual FY16	Actual Revenue % of Monthly Budget
July	\$ 173,366	\$ 98,061	\$ 244,799	\$ -	0%
August	\$ 173,366	\$ 96,946	\$ 244,799	\$ -	0%
September	\$ 173,366	\$ 160,962	\$ 244,799	\$ -	0%
October	\$ 173,366	\$ 167,516	\$ 244,799	\$ -	0%
November	\$ 173,366	\$ 126,083	\$ 244,799	\$ -	0%
December	\$ 173,366	\$ 123,492	\$ 244,799	\$ -	0%
January	\$ 281,214	\$ 101,591	\$ 244,799	\$ -	0%
February	\$ 281,214	\$ 106,716	\$ 244,799	\$ -	0%
March	\$ 281,214	\$ 67,879	\$ 244,799	\$ -	0%
April	\$ 281,214	\$ 124,015	\$ 244,799	\$ -	0%
May	\$ 281,214	\$ 133,931	\$ 244,799	\$ -	0%
June	\$ 281,213	\$ 455,192	\$ 244,799	\$ -	0%
Total	\$ 2,727,478	\$ 1,762,384	\$ 2,937,590	\$ -	0%

Prior Year vs. Current Year

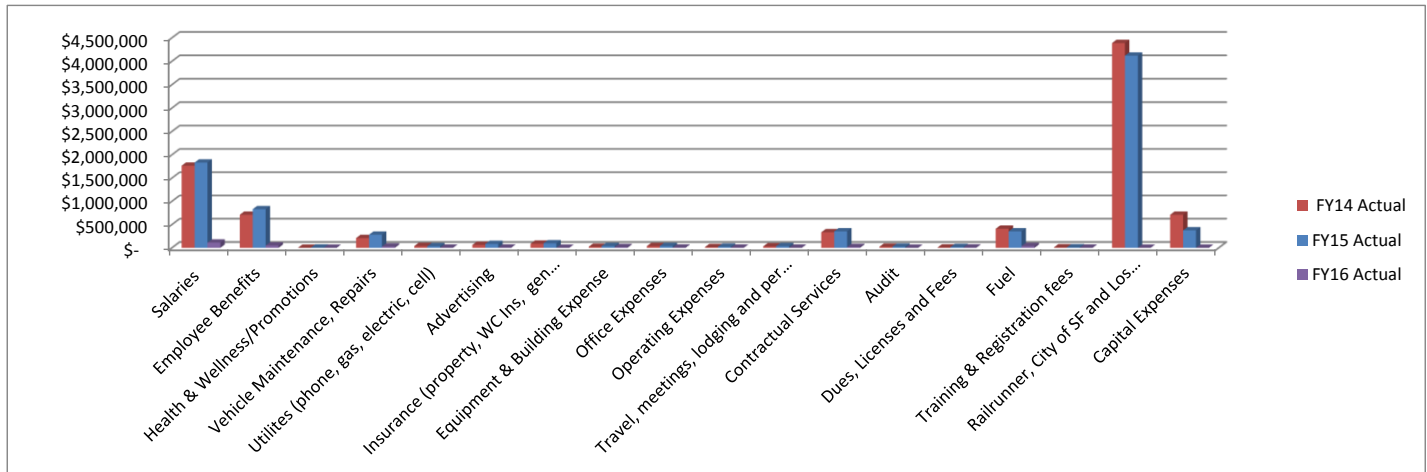
	Actual FY2014	Actual FY2015	Actual FY2016	Inc/(Dec) from Prior Year to Current Year
July	\$ 81,096	\$ 98,061	\$ -	\$ (98,061)
August	\$ 127,744	\$ 96,946	\$ -	\$ (96,946)
September	\$ 195,614	\$ 160,962	\$ -	\$ (160,962)
October	\$ 113,711	\$ 167,516	\$ -	\$ (167,516)
November	\$ 150,353	\$ 126,083	\$ -	\$ (126,083)
December	\$ 102,402	\$ 123,492	\$ -	\$ (123,492)
January	\$ 112,085	\$ 101,591	\$ -	\$ (101,591)
February	\$ 123,056	\$ 106,716	\$ -	\$ (106,716)
March	\$ 221,112	\$ 67,879	\$ -	\$ (67,879)
April	\$ 221,326	\$ 124,015	\$ -	\$ (124,015)
May	\$ 137,177	\$ 133,931	\$ -	\$ (133,931)
June	\$ 316,361	\$ 455,192	\$ -	\$ (455,192)
Total	\$ 1,902,037	\$ 1,762,384	\$ -	\$ (1,762,384)

MONTHLY BOARD REPORT

NCRTD Expenses by Type

As of July 31, 2015

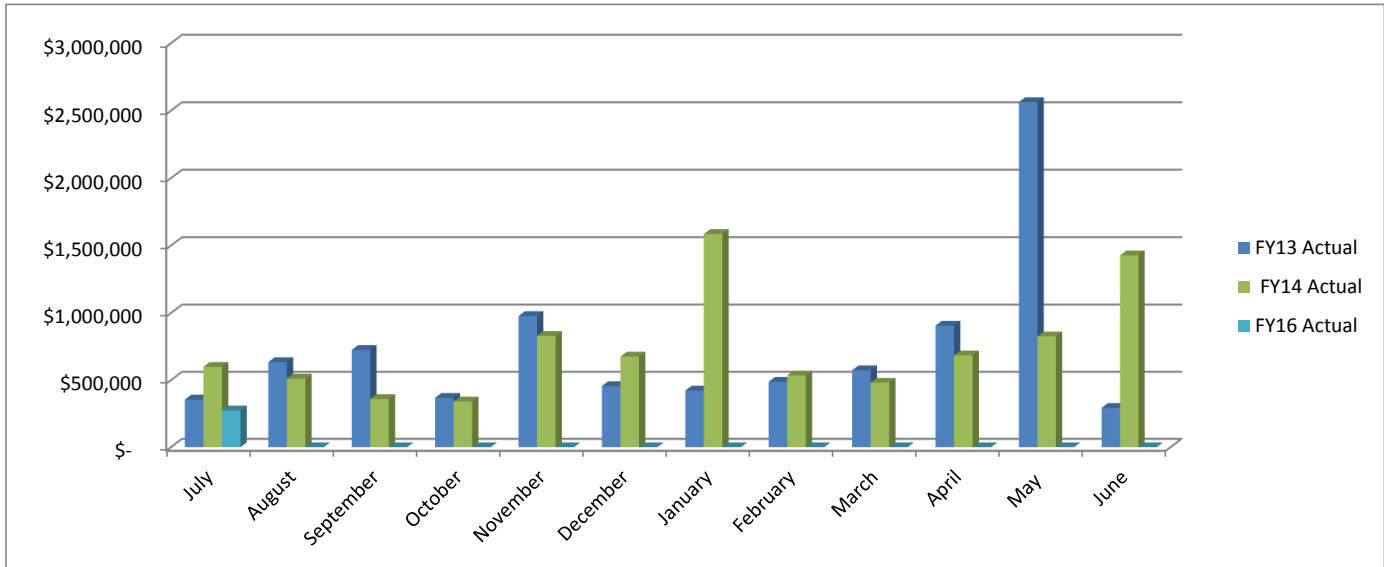
Year to Date Budget Variance 8.33%



Comparative Expenses by Type

	Budget FY2014	FY14 Actual	Budget FY15	FY15 Actual	Budget FY16	FY16 Actual	Year to Date Budget Variance
1 Salaries	\$ 1,902,117	\$ 1,764,308	\$ 2,093,275	\$ 1,831,697	\$ 2,636,830	\$ 111,704	4.2%
2 Employee Benefits	\$ 820,232	\$ 709,864	\$ 853,516	\$ 830,082	\$ 1,245,195	\$ 48,950	3.9%
3 Health & Wellness/Promotions	\$ -	\$ -	\$ 12,000	\$ 2,555	\$ 7,500	\$ 78	1.0%
4 Vehicle Maintenance, Repairs	\$ 184,920	\$ 209,623	\$ 216,100	\$ 281,344	\$ 258,700	\$ 27,589	10.7%
5 Utilities (phone, gas, electric, cell)	\$ 44,298	\$ 38,486	\$ 35,172	\$ 33,084	\$ 51,751	\$ 2,239	4.3%
6 Advertising	\$ 70,440	\$ 61,715	\$ 73,970	\$ 82,687	\$ 100,842	\$ 3,429	3.4%
7 Insurance (property, WC Ins, gen liab, vehicle, ci)	\$ 135,000	\$ 87,589	\$ 100,311	\$ 95,406	\$ 115,196	\$ -	0.0%
8 Equipment & Building Expense	\$ 46,036	\$ 22,181	\$ 57,200	\$ 36,443	\$ 84,335	\$ 13,821	16.4%
9 Office Expenses	\$ 56,470	\$ 36,948	\$ 265,386	\$ 37,336	\$ 51,907	\$ 3,532	6.8%
10 Operating Expenses	\$ 35,700	\$ 15,024	\$ 24,160	\$ 22,812	\$ 23,820	\$ 1,647	6.9%
11 Travel, meetings, lodging and per diem	\$ 34,712	\$ 30,111	\$ 44,088	\$ 34,092	\$ 41,245	\$ 794	1.9%
12 Contractual Services	\$ 506,233	\$ 333,948	\$ 351,223	\$ 352,779	\$ 344,023	\$ 16,957	4.9%
13 Audit	\$ 23,433	\$ 23,219	\$ 25,000	\$ 23,433	\$ 27,000	\$ -	0.0%
14 Dues, Licenses and Fees	\$ 9,486	\$ 5,826	\$ 10,666	\$ 15,961	\$ 15,765	\$ 6,144	39.0%
15 Fuel	\$ 430,000	\$ 410,199	\$ 447,723	\$ 352,857	\$ 495,903	\$ 36,114	7.3%
16 Training & Registration fees	\$ 18,513	\$ 8,825	\$ 13,624	\$ 9,087	\$ 20,799	\$ 850	4.1%
17 Railrunner, City of SF and Los Alamos	\$ 4,242,874	\$ 4,387,272	\$ 4,415,094	\$ 4,118,232	\$ 4,447,190	\$ -	0.0%
18 Capital Expenses	\$ 1,075,994	\$ 709,563	\$ 1,474,828	\$ 374,409	\$ 1,263,338	\$ -	0.0%
TOTAL	\$ 9,636,458	\$ 8,854,701	\$ 10,513,336	\$ 8,534,297	\$ 11,231,339	\$ 273,848	2.4%

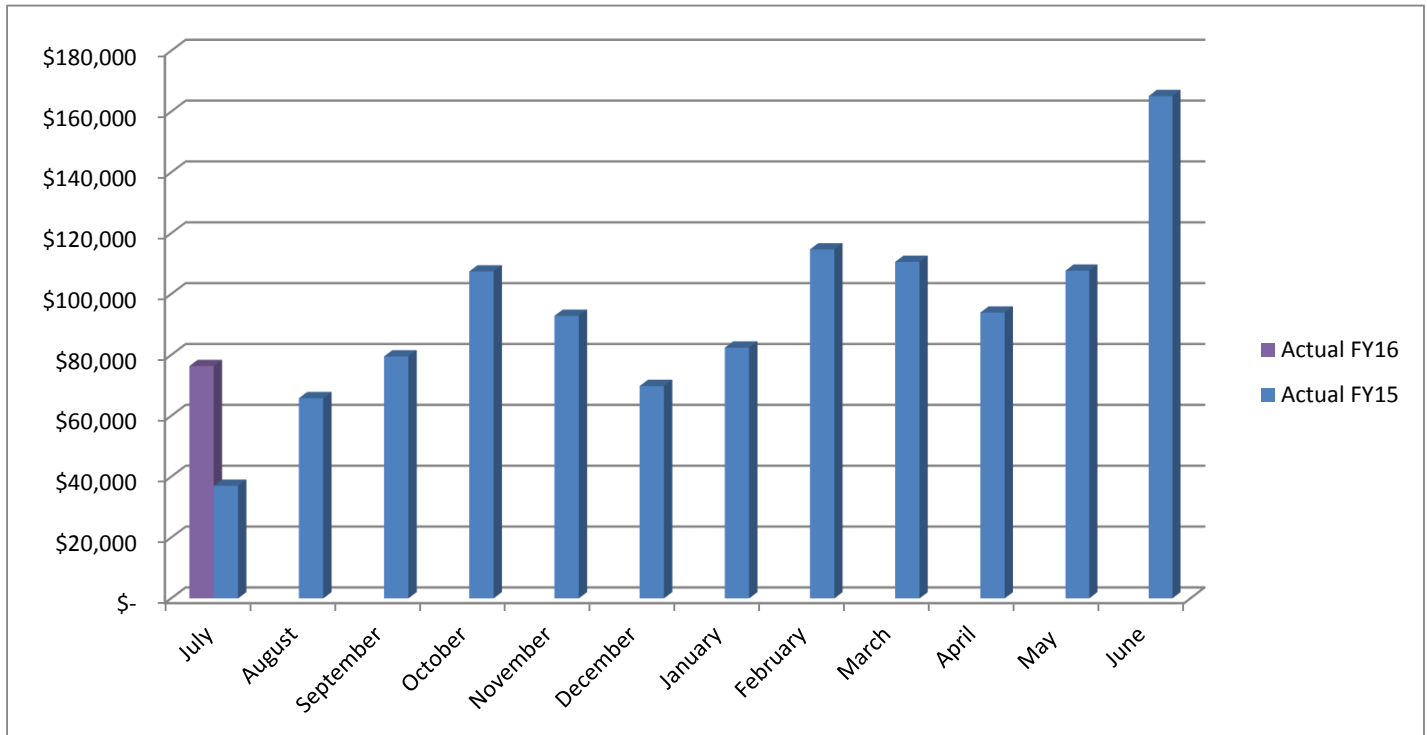
MONTHLY BOARD REPORT
FY2016 (July 1, 2015 to June 30, 2016)
NCRTD BUDGET EXPENDITURES OVERALL



Budget to Actual FY2015

	FY13 Actual	FY14 Actual	Budget FY15	FY15 Actual	Budget FY16	FY16 Actual	Inc/Dec of Budget vs Actual	Budget Variance
July	\$ 355,735	\$ 598,912	\$ 813,327.17	\$ 546,007	\$ 935,944.92	\$ 273,848	\$ 662,097	29.3%
August	\$ 634,121	\$ 511,240	\$ 813,327.17	\$ 464,828	\$ 935,944.92	\$ -	\$ 935,945	0.0%
September	\$ 724,752	\$ 359,189	\$ 813,327.17	\$ 313,124	\$ 935,944.92	\$ -	\$ 935,945	0.0%
October	\$ 367,785	\$ 341,082	\$ 813,327.17	\$ 294,912	\$ 935,944.92	\$ -	\$ 935,945	0.0%
November	\$ 977,721	\$ 829,750	\$ 813,327.17	\$ 783,580	\$ 935,944.92	\$ -	\$ 935,945	0.0%
December	\$ 455,530	\$ 675,551	\$ 813,327.17	\$ 625,552	\$ 935,944.92	\$ -	\$ 935,945	0.0%
January	\$ 422,342	\$ 1,585,995	\$ 939,395.17	\$ 1,534,559	\$ 935,944.92	\$ -	\$ 935,945	0.0%
February	\$ 487,459	\$ 534,985	\$ 939,395.17	\$ 287,772	\$ 935,944.92	\$ -	\$ 935,945	0.0%
March	\$ 573,082	\$ 480,519	\$ 939,395.17	\$ 429,154	\$ 935,944.92	\$ -	\$ 935,945	0.0%
April	\$ 905,718	\$ 684,123	\$ 939,395.17	\$ 1,339,437	\$ 935,944.92	\$ -	\$ 935,945	0.0%
May	\$ 2,563,210	\$ 826,045	\$ 939,395.17	\$ 934,795	\$ 935,944.92	\$ -	\$ 935,945	0.0%
June	\$ 292,818	\$ 1,427,310	\$ 939,397.17	\$ 1,300,982	\$ 935,944.92	\$ -	\$ 935,945	0.0%
	\$ 8,760,274	\$ 8,854,701	\$ 10,516,336	\$ 8,854,701	\$ 11,231,339	\$ 273,848	\$ 10,957,491	2.4%

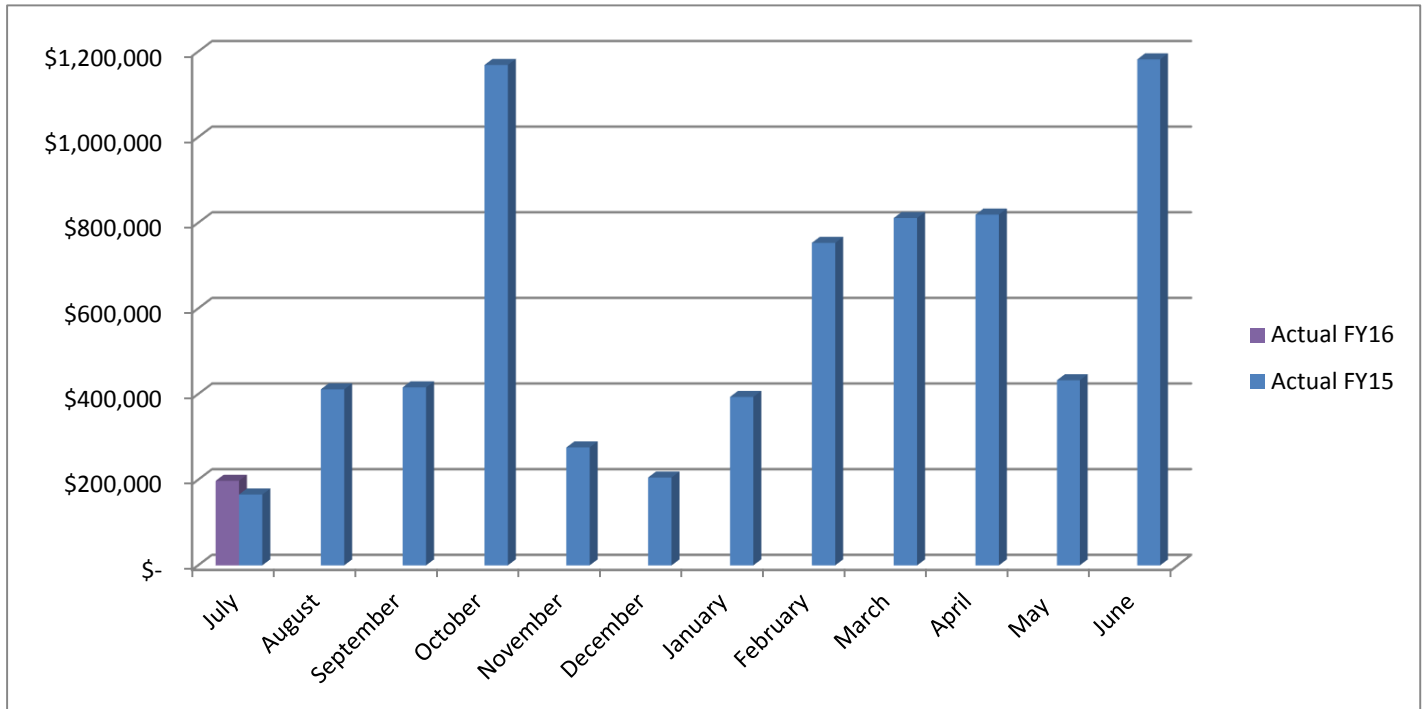
MONTHLY BOARD REPORT
FY2016 (July 1, 2015 to June 30, 2016)
Administration Expense Summary



Budget to Actual FY2014/FY2015 Comparative

	Budget FY15	Actual FY15	Budget FY16	Actual FY16	Inc/Dec of Budget vs Actual	Budget Variance
July	\$ 102,935	\$ 36,996	\$ 111,744	\$ 76,354	\$ 35,390	68.3%
August	\$ 102,935	\$ 65,796	\$ 111,744		\$ 111,744	0.0%
September	\$ 102,935	\$ 79,531	\$ 111,744		\$ 111,744	0.0%
October	\$ 102,935	\$ 107,450	\$ 111,744		\$ 111,744	0.0%
November	\$ 102,935	\$ 92,871	\$ 111,744		\$ 111,744	0.0%
December	\$ 102,935	\$ 69,805	\$ 111,744		\$ 111,744	0.0%
January	\$ 108,614	\$ 82,409	\$ 111,744		\$ 111,744	0.0%
February	\$ 108,614	\$ 114,696	\$ 111,744		\$ 111,744	0.0%
March	\$ 108,614	\$ 110,596	\$ 111,744		\$ 111,744	0.0%
April	\$ 108,614	\$ 93,933	\$ 111,744		\$ 111,744	0.0%
May	\$ 108,614	\$ 107,700	\$ 111,744		\$ 111,744	0.0%
June	\$ 108,614	\$ 165,099	\$ 111,744		\$ 111,744	0.0%
	\$ 1,269,297	\$ 1,126,883	\$ 1,340,926	\$ 76,354	\$ 1,264,572	5.7%

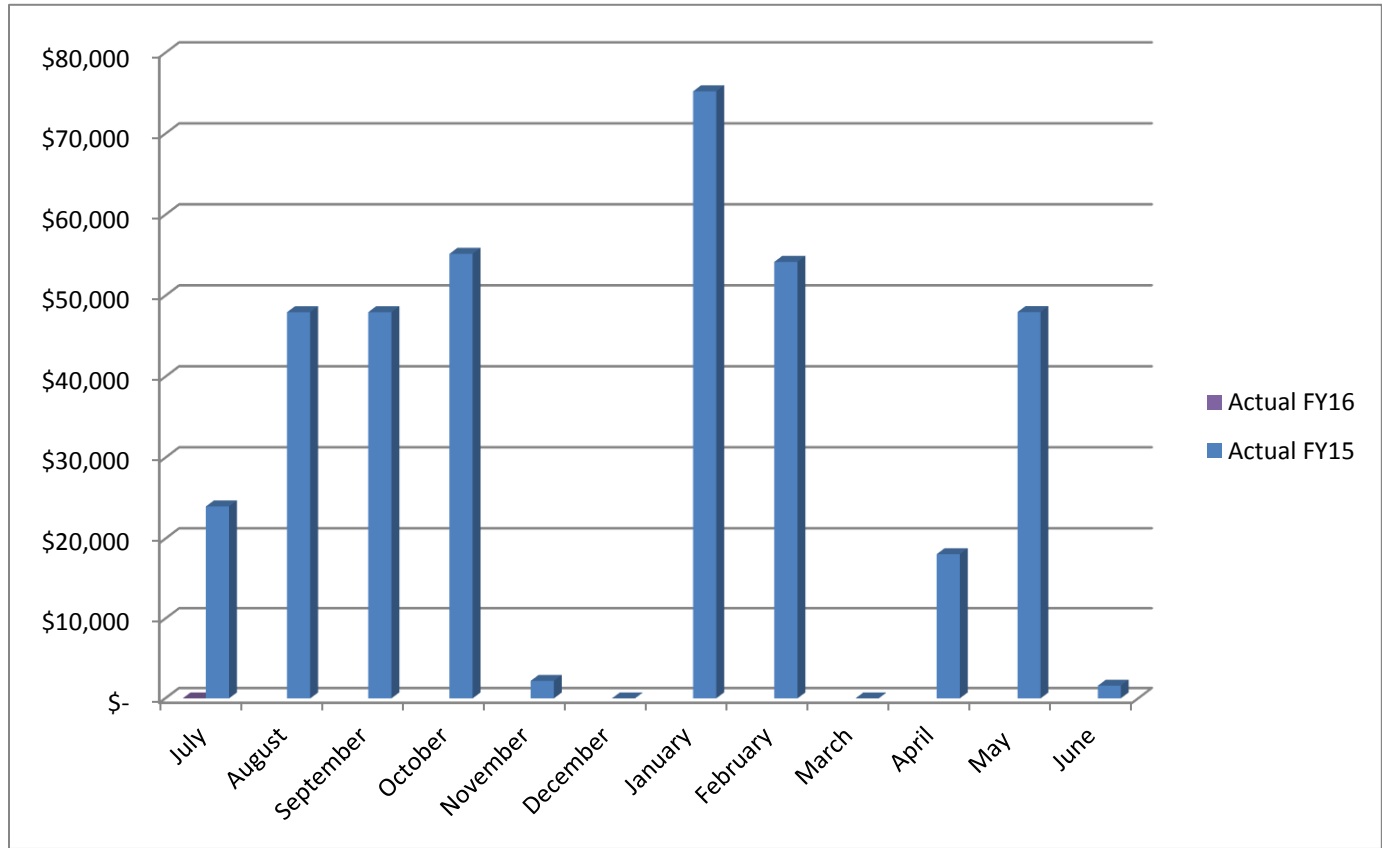
MONTHLY BOARD REPORT
FY2016 (July 1, 2015 to June 30, 2016)
Operating Expense Summary



Budget to Actual FY2014/FY2015 Comparative

	Budget FY15	Actual FY15	Budget FY16	Actual FY16	Inc/Dec of Budget vs Actual	Budget Variance
July	\$ 615,611	\$ 165,544	\$ 719,298	\$ 197,494	\$ 521,804	27.5%
August	\$ 615,611	\$ 411,069	\$ 719,298		\$ 719,298	0.0%
September	\$ 615,611	\$ 415,730	\$ 719,298		\$ 719,298	0.0%
October	\$ 615,611	\$ 1,168,758	\$ 719,298		\$ 719,298	0.0%
November	\$ 615,611	\$ 275,448	\$ 719,298		\$ 719,298	0.0%
December	\$ 615,611	\$ 205,224	\$ 719,298		\$ 719,298	0.0%
January	\$ 679,757	\$ 393,437	\$ 719,298		\$ 719,298	0.0%
February	\$ 679,757	\$ 753,200	\$ 719,298		\$ 719,298	0.0%
March	\$ 679,757	\$ 811,276	\$ 719,298		\$ 719,298	0.0%
April	\$ 679,757	\$ 819,256	\$ 719,298		\$ 719,298	0.0%
May	\$ 679,757	\$ 432,325	\$ 719,298		\$ 719,298	0.0%
June	\$ 679,759	\$ 1,181,739	\$ 719,298		\$ 719,298	0.0%
	\$ 7,772,211	\$ 7,033,005	\$ 8,631,575	\$ 197,494	\$ 8,434,081	2.3%

MONTHLY BOARD REPORT
FY2016 (July 1, 2015 to June 30, 2016)
Capital Expense Summary



Budget to Actual FY2014/FY2015 Comparative

	Budget FY15	Actual FY15	Budget FY16	Actual FY16	Inc/Dec of Budget vs Actual	Budget Variance
July	\$ 94,781	\$ 23,987	\$ 104,903	\$ -	\$ 104,903	0%
August	\$ 94,781	\$ 47,975	\$ 104,903		\$ 104,903	0%
September	\$ 94,781	\$ 47,975	\$ 104,903		\$ 104,903	0%
October	\$ 94,781	\$ 55,184	\$ 104,903		\$ 104,903	0%
November	\$ 94,781	\$ 2,194	\$ 104,903		\$ 104,903	0%
December	\$ 94,781	\$ -	\$ 104,903		\$ 104,903	0%
January	\$ 151,023	\$ 75,245	\$ 104,903		\$ 104,903	0%
February	\$ 151,023	\$ 54,185	\$ 104,903		\$ 104,903	0%
March	\$ 151,023	\$ -	\$ 104,903		\$ 104,903	0%
April	\$ 151,023	\$ 18,078	\$ 104,903		\$ 104,903	0%
May	\$ 151,023	\$ 47,993	\$ 104,903		\$ 104,903	0%
June	\$ 151,026	\$ 1,593	\$ 104,903		\$ 104,903	0%
	\$ 1,474,828	\$ 374,409	\$ 1,258,838	\$ -	\$ 1,258,838	0.0%



**NORTH CENTRAL REGIONAL TRANSIT DISTRICT (NCRTD)
FINANCE SUBCOMMITTEE**

***Please provide the best available call-in number to the
Executive Assistant prior to the meeting.***

**July 24, 2015
9:00 a.m. - 11:00 a.m.**

**Executive Conference Room
1327 N. Riverside Drive
Española, NM 87532**

AGENDA

CALL TO ORDER: Tim Vigil, Chair

Roll Call:

ITEMS FOR DISCUSSION/RECOMMENDATION

- A. Discussion and Review of the NCRTD Quarterly Investment Report**
*Sponsor: Anthony Mortillaro, NCRTD Executive Director and Troy Bingham, Finance Director.
Attachment.*

- B. Minutes from May 22, 2015**
Draft Minutes.

MATTERS FROM THE SUBCOMMITTEE

ADJOURN

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language Interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

Finance Subcommittee

Meeting July 24, 2015

9:00 a.m.

Board Members Present (Telephonically): *Tim Vigil – Pueblo of Pojoaque, Councilor Pete Sheehey – Los Alamos County, Leandro Cordova - Taos County, Commissioner Alex Naranjo - Rio Arriba County, Commissioner Miguel Chavez – Santa Fe County*

Staff Present–: *Troy Bingham – Finance Director, Dalene Lucero – Executive Assistant*

Guest(s) Present:

Absent: *Anthony Mortillaro Executive Director*

Transcribed By: Dalene E. Lucero – Executive Assistant

ROLL CALL

Ms. Lucero called the Roll as directed.

APPROVAL OF AGENDA

Councilor Sheehey made a motion to approve the agenda as presented. Commissioner Naranjo seconded the motion and it passed by unanimous voice vote (5-0).

CALL TO ORDER

A regular Finance Subcommittee meeting was called to order on the above date by Mr. Vigil at 8:58 a.m.

ITEMS FOR DISCUSSION/RECOMMENDATION

A. Discussion and Review of the NCRTD Quarterly Investment Report

Mr. Bingham went over the Quarterly Investment Report from March 31, 2015. He noted that they were a little behind on the quarterly reports due to his arrival in April. However, the Finance Subcommittee would be seeing them on the agenda for the next couple of meetings; the subcommittee will be reviewing the Quarterly Investment Report for June 2015 at the August Subcommittee Meeting.

Mr. Bingham stated that as of March 31, 2015 the total investment, inclusive of interest revenue was \$5,994,144. He noted that this was outside of the District's checking account used to pay for monthly payroll and bills; this money is set aside specifically in line with the District's Investment Policy that focuses on liquidity and security. Most of the investments are in CDS, but the largest portion is with the LGIP, otherwise known as the Local Government Investment Pool. The LGIP currently has \$1,903,704.77 and is earning at a rate of 0.12 percent. At the start the District was only investing in CDs that ranged from 3-12 months. Over the last year, NCRTD renewed 8 of its Certificate of Deposits with Los Alamos National Bank and extended the agreements to 12 months. This was in order to mitigate the amount of work it takes

to roll over and renew CDs. Given this strategy, NCRTD has determined the market yields are being achieved by comparing the average District portfolio yield to the one-year U.S. Treasury Bill. As of March 31, 2015 the one-year treasury rates were .27%, the District is averaging a rate of return at .32%.

Mr. Bingham moved on and asked if there were any questions, comments or suggestions from the Subcommittee members.

Commissioner Chavez stated that although he was unable to review the packet, he is trusting Staff and the policy that has been set thus far to give further direction in terms of the District's short and long-term investments. He noted that he did not have any suggestions at this time because things seemed to be working out well, inclusive of the LGIP.

Commissioner Chavez noted that perhaps the Subcommittee should look at the Investments along with the District's Policy to see if it is necessary to change course; that was the only suggestion at this time.

Mr. Vigil stated that the Finance Subcommittee, along with the Board, opted for a conservative approach in regards to the District's investment strategy. He mentioned that Tony and Troy have done an excellent job in doing that.

Councilor Sheehey stated that he agreed because it is very hard to get a return on investment. He continued, stating that the District has done a great job in getting a little bit more interest through CDs than the LGIP. The only issue is the District may need to plan for any emergency expenses, such as a capital improvement bill that may come up, by which the CDs may need to be structured differently.

There were no further comments.

Commissioner Naranjo made a motion to recommend the report to the Board of Directors. Mr. Cordova seconded the motion and it passed by unanimous voice vote (5-0).

B. Minutes from May 22, 2015

Councilor Sheehey made a motion to approve the minutes from May 22, 2015. Mr. Vigil seconded the motion and it passed by unanimous voice vote (4-0).

MATTERS FROM THE SUBCOMMITTEE

ADJOURN

The Finance Subcommittee meeting was adjourned at 9:11 a.m.

The next Finance Subcommittee meeting will be held on August 21, 2015 at 9:00 a.m.

Tribal Subcommittee Meeting

August 7, 2015

1:30 p.m.

Board Members Present: *Mary Lou Valerio – Santa Clara Pueblo, Lonnie Montoya – Nambe Pueblo, Lillian Garcia – San Ildefonso Pueblo, Charlie Dorame – Pueblo of Tesuque*

Staff Members Present: *Anthony Mortillaro – Executive Director, Stacey McGuire – Projects and Grants Manager and Troy Bingham, Finance Director*

Absent: *Alisha Cata – Ohkay Owingeh Pueblo, Tim Vigil – Pojoaque Pueblo*

Transcribed By: Dalene E. Lucero

CALL TO ORDER

A regular Tribal Subcommittee meeting was called to order on the above date by Ms. Stacey McGuire.

ROLL CALL

INTRODUCTIONS

APPROVAL OF AGENDA

Ms. Valerio asked that the agenda be amended to include the Tribal Transportation Safety Plan under Miscellaneous in the agenda.

Ms. McGuire noted that the Tribal Transportation Safety Plan and Tribal Cultural Information discussion would be placed under Miscellaneous on the agenda.

Mr. Montoya made a motion to approve the agenda as presented. Ms. Garcia seconded the motion and it passed by unanimous voice vote (4-0).

A. MAP-21 and Tribal Funding, 5311(c) TTP funding

o FY14 and FY15 apportionment

Ms. McGuire referenced page 2 and 3 of the document, stating that page 2 showed the 2015 apportionment, by which no MOAs had been done for. She mentioned that it was something that the Tribes and the District would have to work together on. The District will send out the MOAs in which the content will remain the same from prior years, however the dollar amount will change in relation to the award apportionment.

Mr. Mortillaro asked if the amount displayed was the full amount of the award or only a portion.

Ms. McGuire stated that the FY15 is going to be a 3/4 apportionment. She stated that the amount could be amended. However, they would have to wait to see what was going to happen with MAP-21.

Mr. Mortillaro asked if the agreement would reflect the amount shown or a greater amount if the revised award amount is received.

Mr. Bingham noted that there would have to be some flexibility in the agreement so there wouldn't have to be multiple revisions to the MOAs.

Ms. McGuire agreed, stating that there would be wording in the MOA authorizing for the 3/4 apportionment, as well as the additional 1/4 apportionment coming later.

Ms. Valerio asked if MAP-21 was just extended.

Mr. Mortillaro confirmed, stating it was extended for an additional 3-months.

Ms. McGuire asked if there were any questions as to how the process worked for the MOAs to be setup and moving forward. She noted that funding could only be allocated towards transit related expenses and projects, and could not be used for roadway improvement, etc.

Ms. Garcia asked how additional shelters would be requested.

Ms. McGuire stated that it would have to be placed in writing, by which an assessment would be done based on ridership and a specific stop to see if it makes sense. Ms. McGuire noted that it is important to identify projects early on because the application window for TTP funding is very tight.

Mr. Dorame stated that the process is timelier because of the fact that anything occurring on federal lands must be reviewed by the Bureau of Indian Affairs (BIA).

Ms. McGuire was understanding and offered to help in any way possible.

Mr. Mortillaro asked if it was an existing stop location in which a shelter would be placed, would it still have to go through BIA.

Mr. Dorame stated that it would.

Mr. Dorame asked how the apportionment works.

Ms. McGuire stated that she has asked that as well and has not received an answer.

Mr. Bingham stated that population is somewhat of a factor, in addition to road miles. However, they are unaware as to how the apportionment is determined.

Further discussion continued on this item.

- **Pueblo choice to suballocate and draw down process**
- **FY14 and FY15 MOA**
- **TEAM**
- **Certs and Assurances**

Ms. McGuire asked Mr. Bingham if he would give a brief overview of the draw down process, Certs and Assurances and TEAM.

Mr. Bingham agreed. He mentioned that he had sent out the FY15 Certifications and Assurances to the Tribal Governor's Offices. He also stated that they were sent via email to Tribal Subcommittee members. Mr. Bingham continued, stating that the District budgeted the full apportionment for each of the tribes by which the MOAs would soon be sent out, by which the check for the award amount would be written to the tribes, and then the tribe would have to write the District a check for the amount required.

Mr. Dorame asked how it was done before.

Ms. Valerio noted that the District submitted an invoice to the Pueblos for the exact dollar amount.

Ms. McGuire asked if that worked for everybody. Members present agreed.

Mr. Bingham stated that he would get an invoice out to the Tribes for the amount requested for FY14.

Mr. Bingham went back to discussing the Certs and Assurances, stating that the Designation of Signature Authority must be placed on Tribal letterhead, and sent back to the District. He noted that the document should not be adjusted or reformatted in anyway because it will be "kicked" back to the District.

Mr. Dorame stated that Tesuque had submitted the Designation of Signature Authority twice.

Mr. Bingham stated that it was done for Mr. Pat Lopez in the absence of the Finance Director and for himself.

Mr. Bingham continued, stating that the Certifications and Assurances had to be done every year. He then stated that the second to last page of the document had to be initialed line-by-line by the governor in addition to the last page in the document. Mr. Bingham also stated that Tribal Legal Counsel must legibly print their name on the document.

Tribal Subcommittee members requested that an email of the packet be issued to them so that they are able to prepare it for their Governor's signature.

Ms. Valerio also recommended that it be noted in the cover letter to the Governors that an invoice would be forthcoming, so that they are aware as to why an invoice is being received.

Mr. Bingham agreed.

Mr. Dorame asked why he received a request for DUNS numbers.

Ms. McGuire stated that she did not have them.

He went forward to ask if they had them from prior years.

Ms. McGuire stated she did not. She noted that she had searched for DUNS numbers on SAMS.gov and there were multiple for the Pueblo of Tesuque.

Mr. Bingham stated that because anyone can sign-up for DUNS numbers, some entities have multiple that may be associated with different things such as transit, administration, etc. Mr. Bingham requested that each Tribal entity provided the District with their designated DUNS numbers. He stated that this request would only be done one time, in which it would then be included in the District's financial statements.

Ms. McGuire asked if there were any questions.

There were none.

B. Route enhancements – Bus Stop Installations Outstanding

Ms. McGuire noted that there were about 3 or 4 bus stops that were still outstanding, that the District would like to get squared away; sooner rather than later if possible. However, it was mentioned that it would be discussed individually because it differed for each entity.

C. Vehicle donation wait list

Ms. McGuire stated that this was something that came up as a possible idea moving forward. Most everyone has extra vehicles that have gone past their useful life or something that is being cycled out of their fleet. In the past there has been requests for those vehicles. However, there are so many entities involved, that it might make sense to develop a formalized wait list that will allow for further organization to keep everyone in mind in regards to who may be next in the queue.

Ms. McGuire asked if there were any thoughts related to that.

Further discussion went on regarding this matter.

D. Miscellaneous

Tribal Transportation Plan

Ms. Valerio stated that a NOFA came out regarding a Tribal Transportation Plan and she was unsure if other Tribal entities had a Tribal Transportation Plan in place already or are interested in submitting a proposal for the plan. She noted that typically funding was made available for entities to develop a proposal, by which you would then go after a grant. The deadline for the plan is August 25, 2015.

Ms. Valerio went on to mention that most of the Tribes that have requested funding for the Plan have been awarded the money. Santa Clara was awarded their funding request on their first try in which they are now pursuing the grant.

Ms. McGuire stated that it was very good information.

Further discussion continued on this item.

Tribal Cultural Information - Advertising

Ms. McGuire mentioned that this was briefly spoken about in the Board meeting. She stated that Mr. Jim Nagle was very receptive to the information and that the District would work with each Tribal entity to discuss advertising information in regards to what the Tribes may choose to share. Furthermore, there is an opportunity for each Pueblo to work with the NCRTD to try to encourage that type of dissemination of information.

Ms. McGuire stated that she briefly touched base with Mr. Nagle about maybe including a “Pueblo Corner” in the Blue Bus Times that would be reoccurring and would include information in regards to Pueblo Feast Days or Culturally Significant events; something that would provide an educational component, as well as to encourage individuals (if desired by the Pueblos) to attend a feast or a ceremonial event, etc. Ms. McGuire noted that the District would be able to accomplish this by working with the Tribes to do so.

Mr. Mortillaro asked if the Pueblos currently advertised their feast days. He mentioned that the District has rack cards that can be developed for each one of the Pueblos that can contain the “Feast Days or other events open to the public. Mr. Mortillaro noted that the District could work with the Chamber of Commerce and other locations to display the cards.

Mr. Dorame stated that the initial intent of this was to show separation of the county and the Tribes as well as to share information about Pueblo history.

Ms. McGuire stated that providing a historical background is about being able to educate people that may not have the exposure or be knowledgeable about the history could be helpful.

Further discussion continued on this item.

Mr. Montoya asked if Ms. McGuire and Mr. Nagle could potentially setup meetings with each of the Tribes to get a sense, photos (if allowed), perhaps a meeting with the Governor and Lt. Governor, as well as utilize the resources each of the Pueblos provide. Currently, the Governor’s office has information about the history of the Pueblo as well as literature and photos that are available to the public that could be very helpful.

Ms. McGuire stated that it was a great idea.

Mr. Dorame stated that it would be great to provide a brief history to skiers about where they are headed.

Ms. Garcia stated that it would be nice to advertise the annual Feast Day for San Ildefonso on a rack card to promote service to and around the Pueblo on that day.

Ms. McGuire stated that in the past there has been an abbreviated service within the Pueblos on those days, whether it be a shorter day or not operated, that is something that we could explore to

try to better coordinate that to the ultimate benefit of the Tribe. If there is an interest in trying to encourage people to attend those events, the District could work together with the Tribes to try to make it easier in alleviating any traffic issues that might arise, while also providing a different level of access for individuals that normally might not be able to attend.

Ms. Garcia stated that this would be primarily for the annual Feast Days, however this would differ for each of the Pueblos.

Mr. Montoya expressed the importance of meeting with Tribal Governors to get an idea of whether or not they felt comfortable in sharing this type of information.

Ms. McGuire agreed. She mentioned that it was a challenge because she wanted to be mindful and respectful of each one of the Tribes while also trying to find a balance. She noted that she did not want to overshare because it was not her place to do so, but she felt as if there was a desire for that information to be communicated externally. Ms. McGuire stated that this information has been very helpful to see how the District can work together with the Tribes to move forward.

Mr. Dorame stated that the RTD would be the first to provide a service to the Pueblo at no cost while also trying to educate individuals about the Pueblo.

Mr. Dorame and Ms. Garcia then discussed information regarding Pueblo etiquette that could also be provided to the public.

Further discussion continued on this item.

Ms. McGuire stated that she would speak with Mr. Nagle to set up meetings in the next month or so.

E. Future meeting topics/ideas

APPROVAL OF MINUTES

There were none.

ADJOURN

The next Tribal Subcommittee meeting will be held on January 13, 2015 at 1:30 p.m.

EXECUTIVE REPORT



August 2015

EXECUTIVE

- Meet with Senator Udall's Legislative Correspondent from DC at NCRTD Headquarters to discuss RTD issues and FTA funding.
- Conducted interviews of HR Director Candidates and follow up interviews of finalists.
- Conducted Union Grievance Hearing.
- Participated in discussions with Pueblos regarding Mountain Trail Route communications.
- Reviewed and edited final long range plan draft.
- Continued weekly implementation meetings for Mountain Trail Route logistics.
- Drafted an agreement between the Village of Taos Ski Valley and NCRTD for winter service.
- Continuing Taos Consolidation land acquisition process.
- Continued review and discussion of outstanding site property issues with Attorney and Land Use consultant.
- Drafting of EEO Policy.
- Attended 16th Biennial FTA State Program Meeting and State Public Transit Partnerships Conference on behalf NMTA in Washington, DC.

- Continued discussions with City of Espanola staff, MacDonald's Developer and attorney to resolve outstanding roadway issues.
- Attended MPO TCC meeting.
- Attended Rio Metro RTD Board meeting.
- Attended via conference call APTA Small Operations Committee.
- Attended NMTA monthly Board of Directors meeting.
- Met with Attorney and Staff regarding various legal issues and associated documents.
- Prepared Board and Finance Subcommittee meeting materials.
- Met weekly with Board Chair Barrone on various issues.
- Continued review, revision and creation of various NCRTD policies.
- Maintained continuous communication with board members, subcommittee members, and Chair.
- Attendance at various NCRTD staff and subcommittee meetings, including Board, Finance and Tribal subcommittees meeting.
- Addressed a variety of employee human resources issues and prepared memorandums to document district actions.

MARKETING/PUBLIC INFORMATION

- Media stories on the handover of the Chile Line to the RTD appeared in the Taos News, Los Alamos Daily Post, Valley Daily Post, Round the Roundhouse and the national trade newsletters/magazines, Passenger Transport Express and Mass Transit Magazine
 - Submitted a story on the consolidation of the Chile Line for
-

- inclusion in the NMTA Summer newsletter
- Updated RTD Chile Line Red Line schedule
- Attended meeting at Village of Taos Ski Valley with Chair Barrone, Executive Director and Stacey McGuire to discuss winter service
- Met with Courtney Beer at Comcast to discuss plan for FY16
- Participated in interviews of HR candidates
- Met with Former Tesuque Governor Dorame and Nambe Pueblo representative Lonnie Montoya to discuss educational materials for the Mountain Trail Route
- Completed a media kit to begin selling sign sponsorships to Santa Fe downtown area businesses for the Mountain Trail Route
- Provided various updates and rider alerts to ncrted.org throughout the month
- Issued a rider alert on the Sheridan Street stop location change for Indian Market
- A bus wrap was placed on the El Rito bus sponsored by Moving Arts Española and the friends and family of Victor Villalpando calling for all to “Build a Safe and Inclusive Community”
- KDCE – 950 AM radio in Espanola, :30 sec radio spot and sponsorship of the 7:30 AM news ran 17 days in August excluding Saturdays and Sundays
- KSWV 810-AM in Santa Fe, :30 sec spot ran 20 times in August as well as 30 :20 sec promos announcing RTD sponsorship during the 7:30 AM ½ hour
- KTAOS 101.9 FM in Taos, 14 :30 sec radio spots ran each week in August
- A series of 30-second spots in English and Spanish ran on KXMT in Taos
- Two banner ads ran in June in the Santa Fe New Mexican, Taos News and Los Alamos Monitor. Two 1/8 page ads ran in the Rio Grande Sun
- A series of digital ads ran on the Taos News website as well as in Google searches in the Taos County area
- Ads ran in the Green Fire Times and Chama Valley Times

SERVICE DEVELOPMENT

- June 2015 5311 Ridership Report
- Participated in the Employee Recognition Committee; contributed to selection of Above and Beyond recipient
- Rode with District 5 NMDOT to locate new bus stops and assess optimal position, multiple stop locations identified throughout routing in town and up mountain
- Assisted Public Information Office with setup and breakdown for the NCRTD/Chile Line conveyance event
- ITS AVL/CAD project work including:
 - Oversight of ongoing tweaks and improvements to schedule, routing and map
 - QR code sign implementation coordination
- TAP FY14 and FY15- weekly conference calls to update; participated in 90% plan review and

- PS&E review; awaiting final go ahead from NMDOT/FHWA to proceed to next phase
 - Continued discussion with Santa Fe National Forest about Mountain Trail route and ROW, use of federal lands, special use permit
 - Facilitated stakeholder and public meetings to provide information and garner input on Mountain Trail draft routing
 - Discussed logistics and provided operational details to Ski Santa Fe
 - Met with City of Santa Fe representatives regarding Fort Marcy and its potential use as a Park & Ride
 - Submitted final version of FY17 ICIP (based on NCRTD CIP)
 - Reviewed Planner applications, worked with Executive Director to determine best applicants; created first round interview questions; participated in first round of interviews
 - Involved in Long Range Plan project discussions and brainstorming regarding NCRTD goals, mission, objectives
 - Met with Taos Pueblo to discuss existing bus stop placement as well as potential options for new stops in the future
 - Involved in discussions with the Village of Taos Ski Valley regarding transit service
 - Worked with Taos County on a new service request to the areas of Valdez, Arroyo Seco and Des Montes
 - July 2015 5311 Ridership Report
 - Participated in the Employee Recognition Committee
 - Rode with District 5 NMDOT to locate new bus stops and assess optimal position, multiple stop locations identified throughout routing in town and up mountain
 - ITS AVL/CAD project work including:
 - Oversight of ongoing tweaks and improvements to schedule, routing and map
 - FAST onsite review, assessment and training
 - Continued data entry input and oversight, emphasis on block-run mapping, trigger boxes and angles of entry
 - TAP FY14 and FY15- weekly conference calls to update; awaiting final go ahead from NMDOT/FHWA to proceed to next phase of construction
 - Continued discussion with Santa Fe National Forest about Mountain Trail route and ROW, use of federal lands, special use permit
 - Mountain Trail operational overview created, provided to Ski Santa Fe for reference
 - Involved in Long Range Plan project discussions and brainstorming regarding NCRTD goals, mission, objectives
 - Worked with Taos County on a new service request to the areas of Valdez, Arroyo Seco and Des Montes; request to NMDOT District 5 to perform a ride check of the stops
-

- Coordinated with Taos County to identify park & ride option at Taos County Administration building; location identified, implementation to occur in the near future
- Facilitated Tribal Subcommittee; discussed FY15 TTP awards and MOAs, TrAMS and Certs and Assurances
- Participated in Human Resources Director interviews
- Collaborated with Tribal members on potential Tribal material content related to Mountain Trail route trial
- Completed and submitted FY17 5310 and 5311 applications to NMDOT

OPERATIONS

- Worked with Executive Director and team on the, Mountain Trail Route routes.
 - Hired and began training 5 new drivers.
 - Participated in interviews for HR director.
 - Continue to work with management team on Avail technical adjustments
-



Performance Measures

for

Fiscal Year 2016

July 2015



Performance Measures for Fiscal Year 2015

The performance measures that were developed are designed to provide data that can be evaluated in a logical manner. It allows the District to identify areas in which its performance may need to be improved and to understand the characteristics and factors that impact that performance. In addition, to the extent feasible a peer comparison or a benchmark has been included as available or appropriate. This performance data is important since many times the District's costs, efficiencies and productivity is not measured against any benchmark or standard or attempts are made to compare it against systems that bear no similarities in mission, complexity or service area. Therefore, the data presented should provide some context in which to assess the District and its efforts to deliver services based upon its mission, goals and objectives."

The report data collected is grouped into 3 areas: Administrative, Fleet and Customer Related:

- 1. Administrative:**
 - A. Ridership, All Funded Routes**
 - B. Ridership, NCRTD Operated Routes**
 - C. Monthly Expenditures**
 - D. Cost Per Mile**
 - E. Cost Per Trip**
- 2. Fleet:**
 - A. Vehicle Back Up Ratio**
 - B. Average Vehicle Age**
 - C. Percentage of "On-Time" PM / Inspections**
 - C. Accidents, Major/Minor Tracking**
- 3. Customer Relations:**
 - A. Complaints**
 - B. Incidents**

The In-state/local comparable is Sandoval/Valencia Counties which are operated by the Rio Metro Regional Transit District. This benchmark/peer entity was chosen since they are within New Mexico and somewhat similar to rural transit service. The FTA benchmarking data used originates from the Rural Transit Fact Book 2014. The data is for 2012 in FTA Region 6, rural providers which includes New Mexico, Texas, Oklahoma, Arkansas and Louisiana.

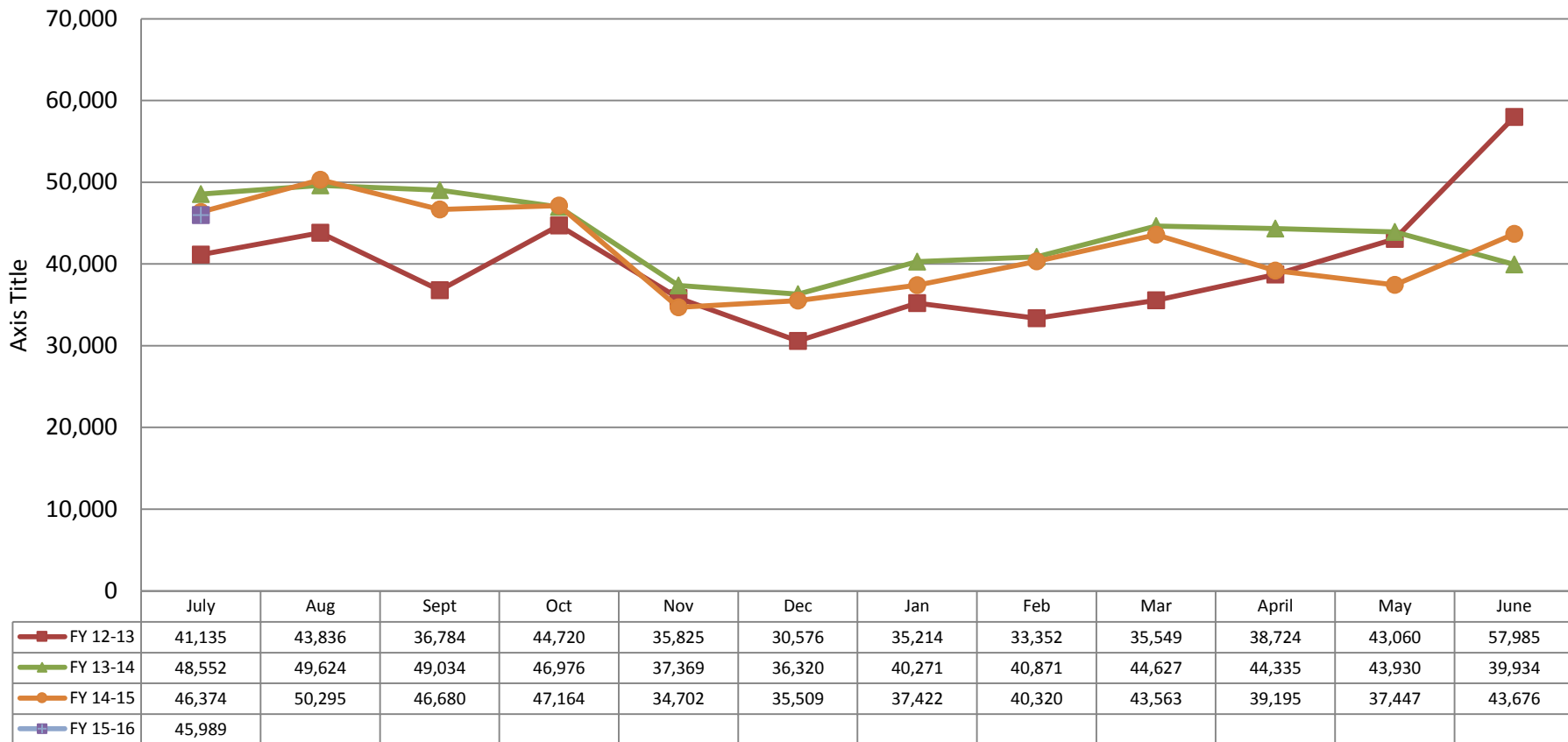


Performance Measure - Administrative:

Ridership Tracking of All NCRTD Funded Routes

Tracking ridership is the #1 way a public transportation agency can gauge its effectiveness of the service it provides. Ridership data for all routes funded by the NCRTD are collected by City of Santa Fe and Los Alamos County. This data is forwarded and combined with the data from the District's operated routes. These numbers are then compiled into a monthly ridership report. This measurement tracks the number of one way trips taken on all the routes within the district. This graph shows the NCRTD combined total ridership numbers, and compares them each month, identifying any increases or decreases in the number of monthly trips. This also indicates how well the regional district is continuing to address the issue of accessible mobility by routes that are in areas where there is public demand. Sandoval/Valencia counties are used local/in-state comparison benchmark, as they are similar in service but smaller in size: a two county service of the Rio Metro Transit District.

Ridership All Funded Routes



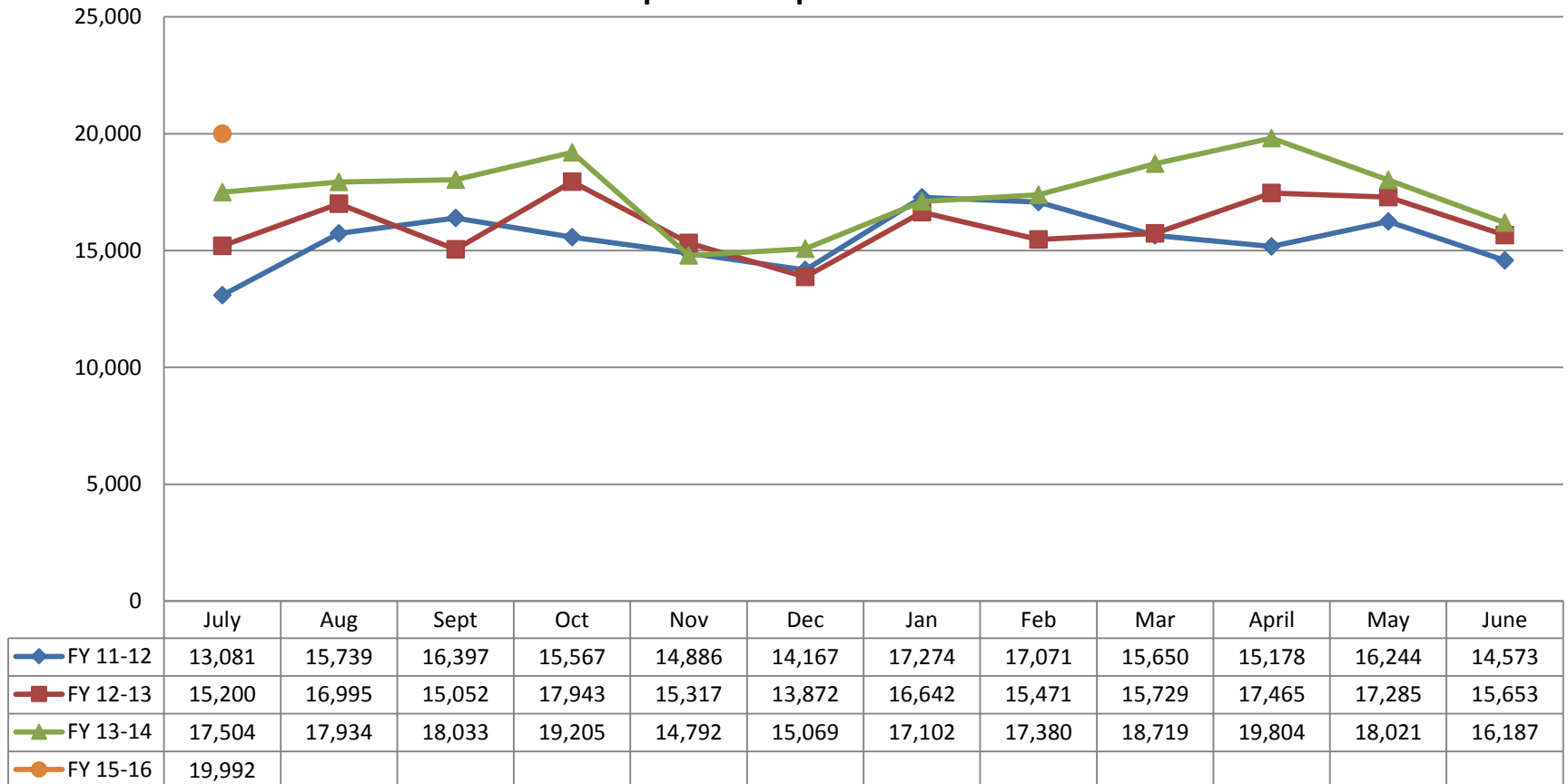


Performance Measure - Administrative:

Ridership Tracking of NCRTD Operated Routes

This ridership data is collected by the NCRTD drivers for all routes operated by the District. This includes 20 fixed and commuter routes as well as the demand response routes. Totalling the number of one way trips on NCRTD routes, allows staff to evaluate effectiveness and to ensure that the service is reaching areas in the district that have high demand for accessible mobility. Sandoval/Valencia counties were selected as a local/in-state comparison benchmark.

Ridership NCRTD Operated Routes



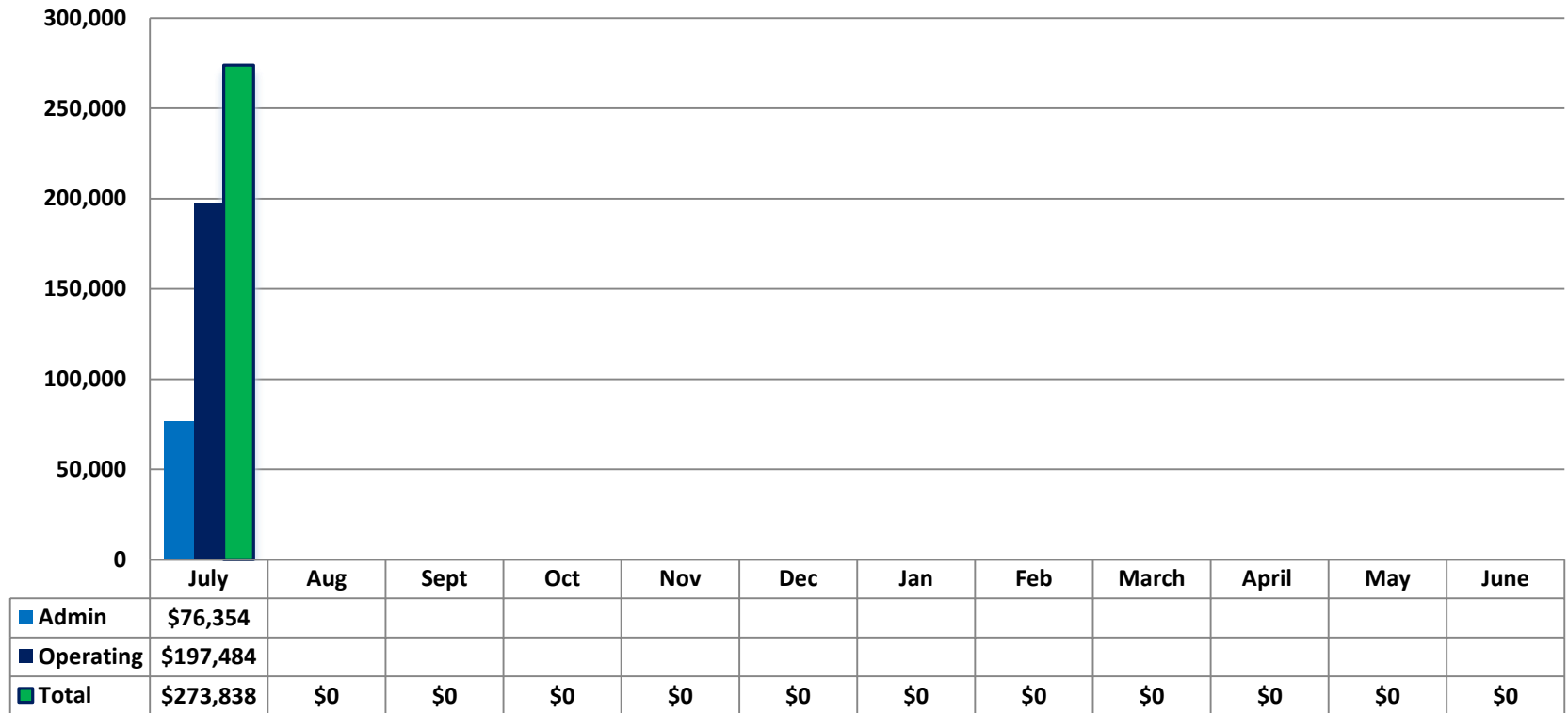


Performance Measure - Administrative:

Monthly Expenditures for Administrative and Operating

The NCRTD's Finance Department provides the administrative and operating expenses in a monthly budget status report. It is important to measure the expenditures to maintain a balanced budget, as well as tracking the administrative and operating margins. This data is used in determining the cost per trip and the cost per mile. Tracking the budget and monitoring operational costs allows management to target specific dollar amounts when creating future budgets and requesting federal funding from the NM Department of Transportation.

Monthly Expenditures FY 13-14



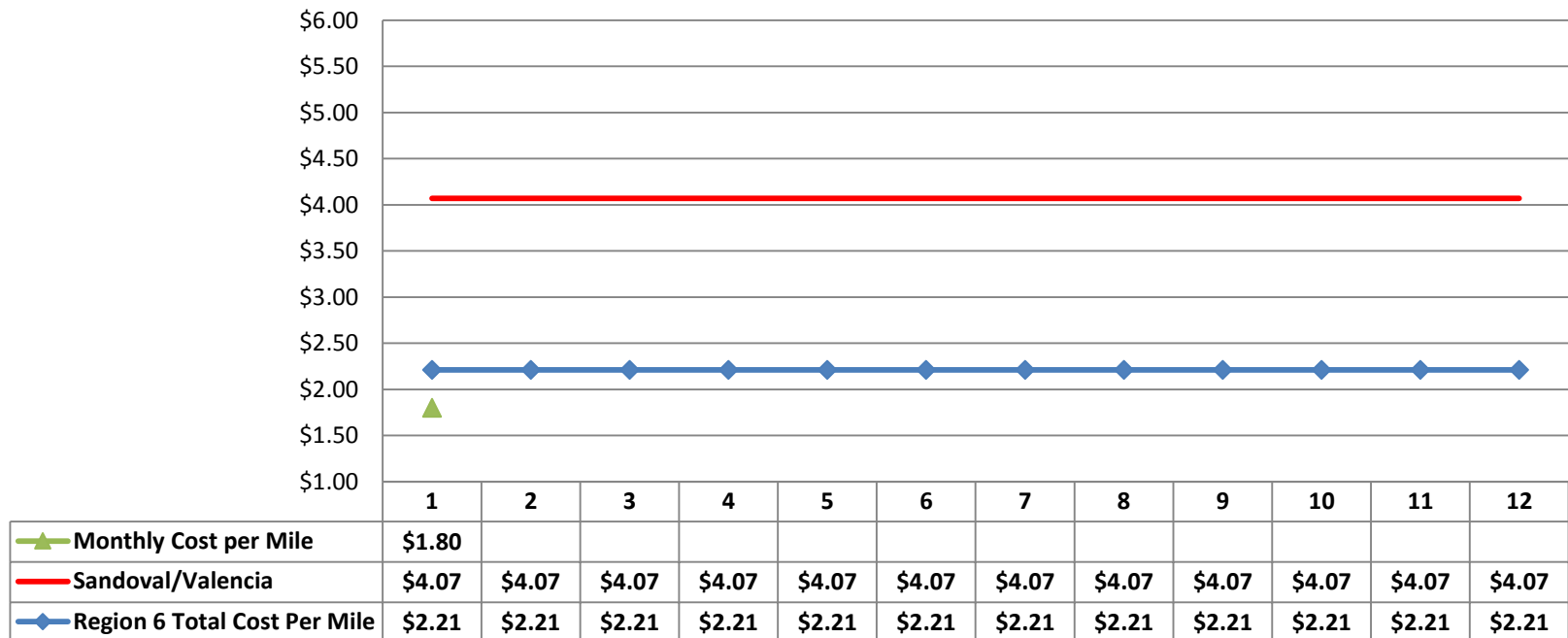


Performance Measure - Administrative:

Operational Cost per Vehicle Mile

Cost per vehicle mile is the total operating costs per month in relation to the total vehicle miles per month traveled on NCRTD routes. The mileage data is logged daily for each route and compiled into a monthly report. Monthly operating costs are obtained from the Monthly Expenditures (chart above) and the number of miles travelled for NCRTD operated routes. As a cost efficiency measure, operating costs per vehicle mile assesses the financial resources needed for the District's route operations. This measurement is a beneficial tool for the planning and operation's departments. The NM Department of Transportation uses this as one of their performance measures in the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 funding. This is a management tool to track our cost per mile vs. the amount of budget being spent to operate a particular route as well as collectively for all routes. Sandoval and Valencia counties' annual average are used as a local/in state comparable benchmark, even though their system is smaller than NCRTD. Data from the **2014*** Rural Transit Data Fact Book, specifically FTA's District 6 (our district) annual cost per mile is included as a benchmark. ***This Data from 2104 Rural Transit Data Fact Book has been revised for the FY15 year.**

Operating Cost Per Vehicle Mile



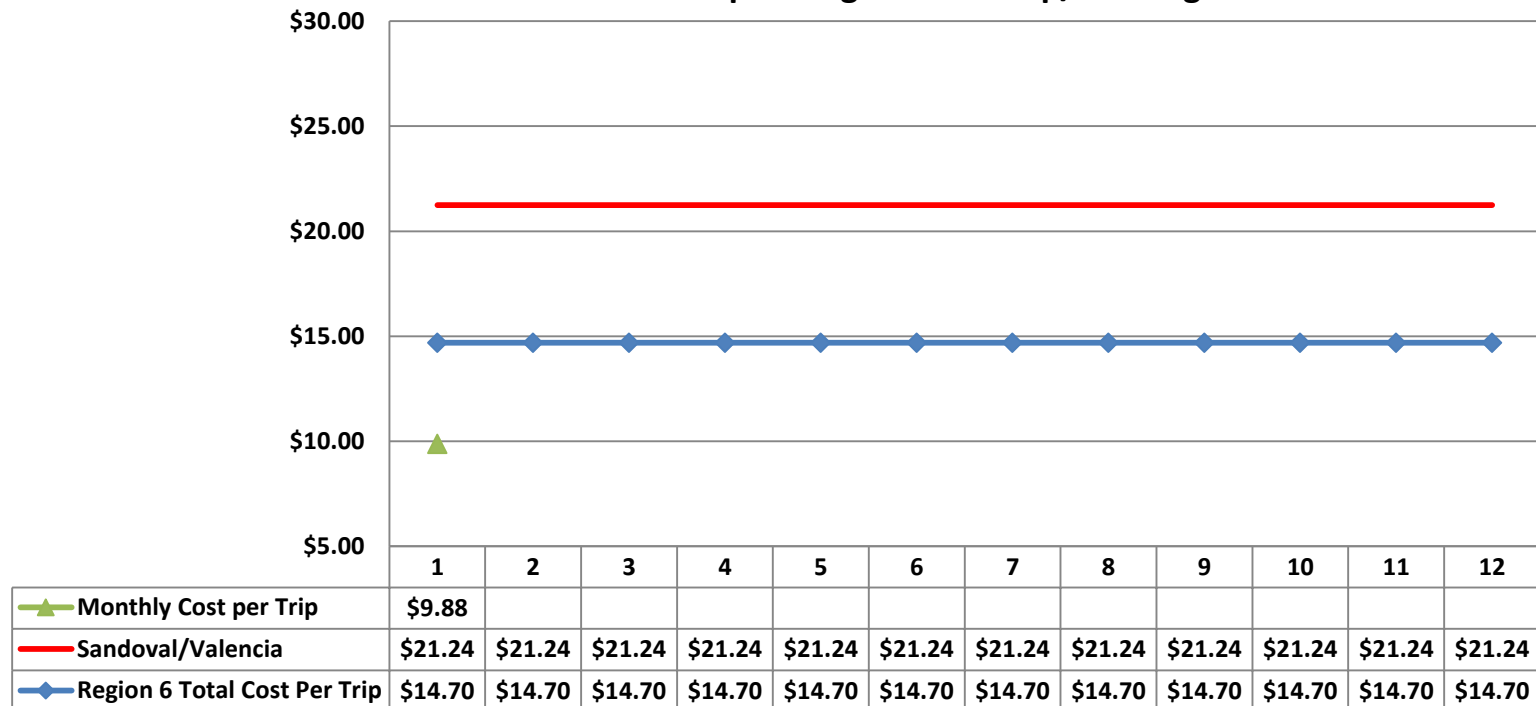


Performance Measure - Administrative:

Operating Cost per Trip

When transit data is collected, passengers, riders and rides are counted and referred to as “trips.” One passenger can generate several trips in a day, and these are counted individually. Example, a particular rider may board in Questa (1 trip) and transfer to the Taos to Espanola bus (1 trip) and again transfer to the Santa Fe bus in Espanola (1 trip) for a total of three trips. The cost per trip is computed on a monthly basis by dividing the monthly operating costs from the Monthly Expenditures (chart above), by the total monthly number of trips (ridership). NM Department of Transportation uses this as one of their performance measures to the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 funding. This is a management tool to track our cost per trip vs. the amount of budget being spent to operate a particular route as well as collectively for all routes. Sandoval and Valencia counties’ annual average are used as a local/in state comparable benchmark, even though their system is smaller than the NCRTD. Data from the **2014*** Rural Transit Data Fact Book, specifically FTA’s District 6 (our district) annual cost per trip is included as a benchmark. . ***This Data from 2104 Rural Transit Data Fact Book has been revised for the FY15 year.**

Operating Cost Per Trip/Passenger



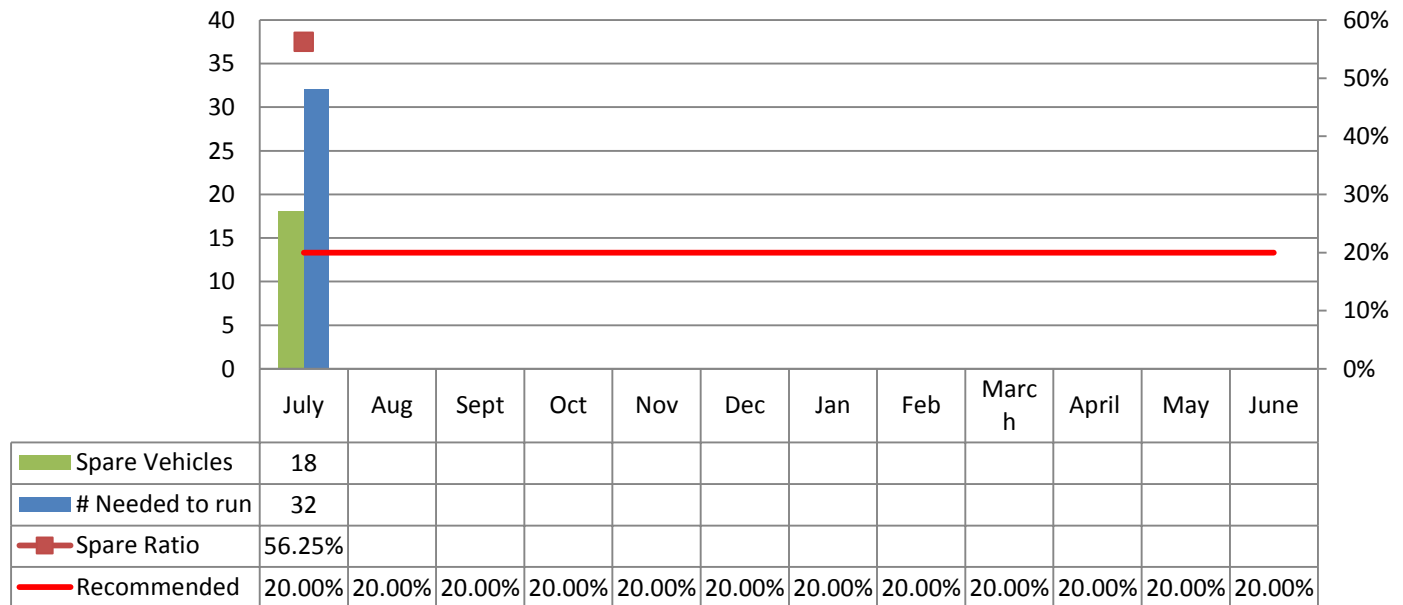


Performance Measure - Fleet:

Spare Vehicle Ratio/Combined all Vehicles

FTA defines the spare ratio as the percentage of spare vehicles in comparison to the number of vehicles required for annual maximum service. Recommended FTA spare vehicle ratio is 20% for fleets over 50 vehicles. NCRTD's fleet totals 35 and is exempt from this guideline but it is a good benchmark to keep in place. With an annual maximum service of 27 and a backup fleet of 8, the backup ratio is 30%. This higher number is needed and reasonable due to the variety of passenger seating requirements for specific routes throughout the District. These backup vehicles ensure consistent coverage of all routes when vehicles are off line due to routine maintenance or unexpected breakdowns.

Spare Vehicle Ratio/Combined All Vehicles

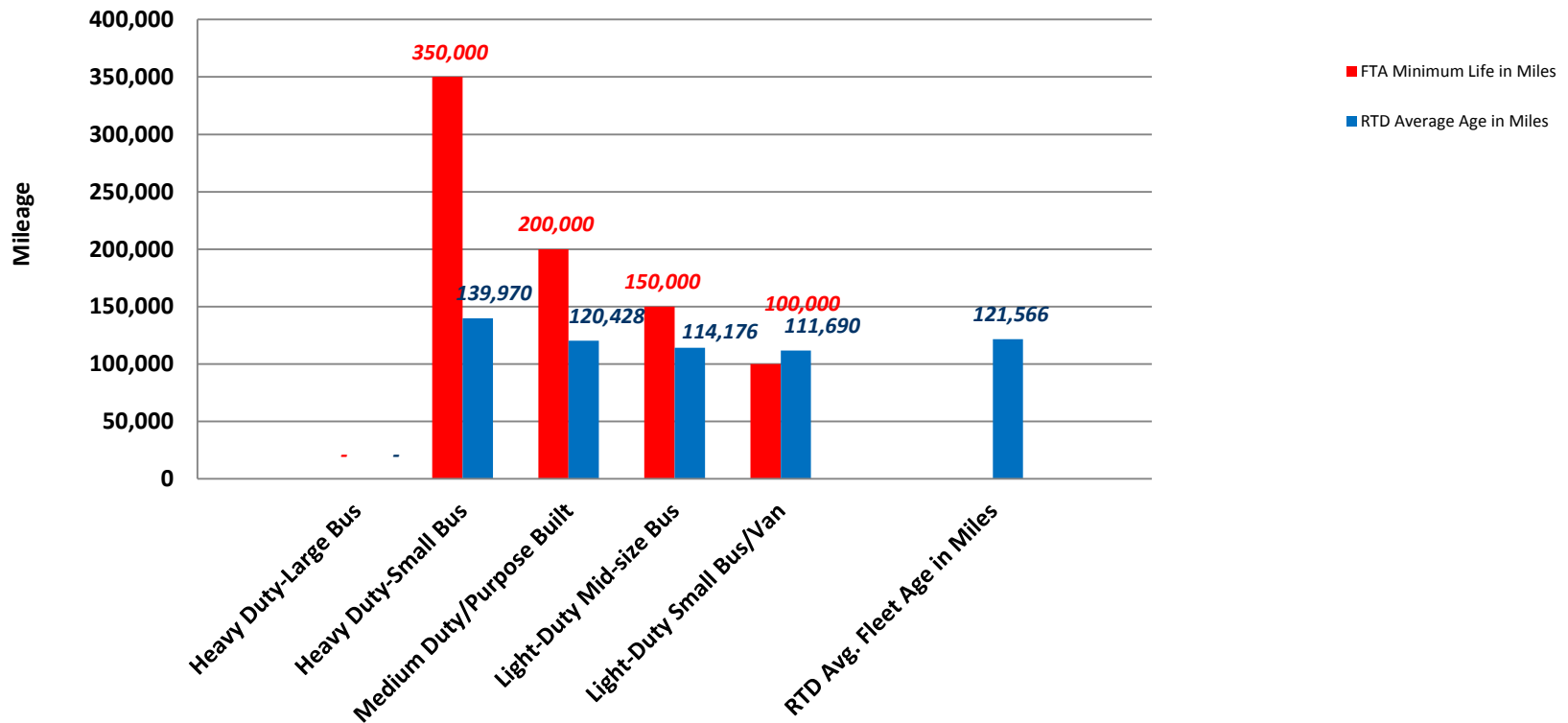


Performance Measure - Fleet:

Average Fleet Age

The FTA allows the use of years or mileage to attain usable life. The District uses mileage rather than the year of manufacture because of the large area of the district and the high number of miles traveled on an annual basis. This compares the age of specific kind of vehicles by mileage in accordance to the FTA guidelines. This is useful in fleet replacement planning. The numbers will vary month to month as mileages increase and old vehicles are replaced by new.

Average Fleet Age in Miles by FTA Category



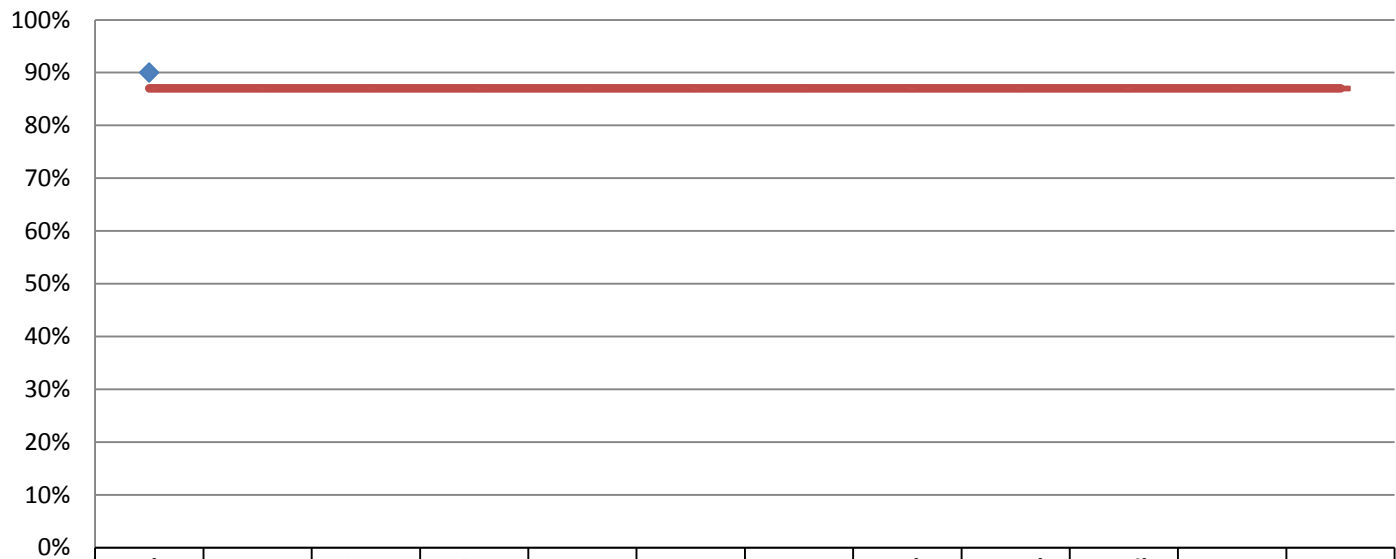


Performance Measure - Fleet:

Percentage of “On-Time” PM / Inspections

The federal benchmark for the percentage of “on-time” preventative maintenance (PMs) and inspections for the fleet is 87%. Inspections are required to be conducted within certain mileage timeframe by vehicle manufacturers for the various sizes of vehicles. Manufacturer’s recommended maintenance schedules may range in mileage due to the component makeup of a particular vehicle. The FTA recommends they be conducted within the manufacturer’s recommended maintenance schedule. However, as a sub recipient of NMDOT we are allowed varied standards as approved by NMDOT. With the variety of sizes and component makeup of District vehicles, we have determined and hold to a standard of 6000 mile intervals for the light and medium gasoline powered fleet and 7000 miles for the diesel powered medium-heavy fleet. This ensures frequent safety inspections and PM services at reasonable intervals that result in a more dependable and safer fleet. This data is collected and tracked by the Fleet Maintenance Manager.

Percent of Preventative Maintenance Completed Within Scheduled Mileage



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY 13-14 RTD Maintenance	90											
FTA Recommendation	87	87	87	87	87	87	87	87	87	87	87	87

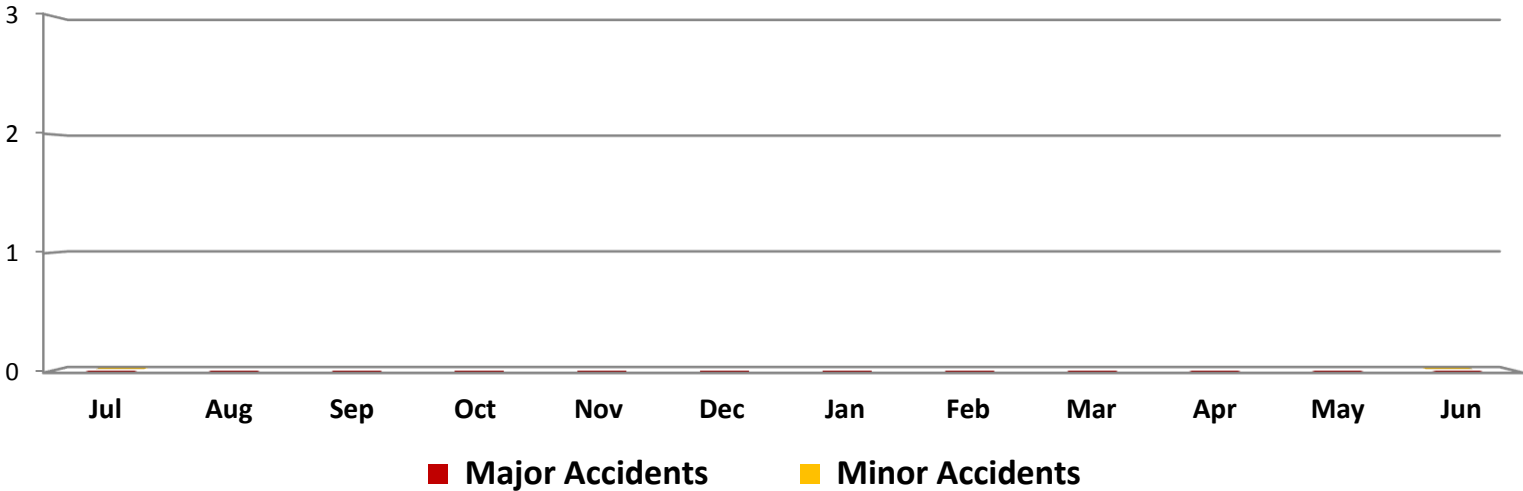


Performance Measure - Fleet:

Accidents per Month

This measurement shows us how many accidents occur within a month and to what frequency they occur. These are logged as minor or major accidents. A minor accident for example, is one where a driver hits a stationary object while backing but there is minimal damage. A major accident is one where there may be significant damage and/or injury, and a FTA Post accident drug screen is required. All accidents are reported to the Operations and Maintenance Manager to decide on what corrective action needs to be taken. There are established internal reporting and follow up procedures. All accidents, major or minor, are investigated and documented, and dealt with accordingly by the operations management team. As a result, disciplinary measures and/or driver re-training may be required by the outcome of the investigation.

Number of Major/Minor Accidents per 104,664 Miles Avg.
Driven Monthly



Last Minor Accident - May 13, 2015

Miles Driven since last Minor Accident - 202,932

Last Major Accident - October 22, 2013

Miles Driven since last Major Accident - 1,832,868

Performance Measure – Customer Relations:

Complaints per Month

This performance tracks monthly the number and type of complaints received by the Operations Division of the NCRTD. The complaints are received by the Operations and Maintenance Manager. These are categorized by the type of complaint, and evaluated as to the seriousness of the complaint and whether or not a course of action needs to be taken, i.e. driver reprimand, driver retraining, vehicle maintenance, etc. This measure is intended to measure the percentage of complaints versus the total ridership for the month. Driver performance can be graded and we can see if more drivers training needs to be scheduled for particular drivers. Customers also have complained about routes, stops, dispatch, bus cleanliness and other various categories.

1. Santa Clara - A rider called to complain that the Driver is repeatedly late. She needs to be on time in order to make her connection with Santa Fe Trails, so she will not be late. / Driver was spoken to by management and appropriate measures were administered.
2. San Ildefonso – A rider with a bicycle called very upset that the small van did not have a bike rack and he was not allowed to put his bike in the van. He wanted to know how he was going to get to work now. / The manager spoke to him and apologized for not having the regular unit out there as it was in for service at the time. The man called back later in the day and apologized for his behavior on the phone earlier.
3. Demand – A passenger was upset that a driver had no room for his bike when he stopped for him in Alcalde. He got mad when the driver told him he could ride but would have to leave his bike as the bike rack was already full, and that we could not bring his bike in the bus. / Manager explained the policy of first come first served on bicycle space and of the safety issues if the driver would have allowed him to bring it on board, inside the bus.
4. Pojoaque Dial-A-Ride - A rider complained of not being picked up as scheduled on different occasions due to CSRs not sending the bus to the right addresses. / Manager followed up with CSRs and spoke with her. There was some confusion regarding the wellness center location as there are two of them, one in Nambe and one in Pojoaque.

Performance Measure – Customer Relations:

Complaints per Month

FY 14-15 Number of Complaints

	Total	Schedule Issues	Driver Performance	Against other Passengers	Miscellaneous*	Percent VS Ridership
July	4	1	1		2	0.02%
August	0					
Sept	0					
Oct	0					
Nov	0					
Dec	0					
January	0					
Feb	0					
March	0					
April	0					
May	0					
June	0					
	0					
Total	4	1	1	0	2	0.02%

Performance Measure – Customer Relations: Customer Incidents

This performance measure calculates the number of customer incidents reported to the Operations and Maintenance Manager on a monthly basis. Customer incidents are any serious occurrence that may have an outcome that could be potentially hazardous to the driver or other passengers. These situations could be anything such as two passengers arguing over something, or a rider threatening a driver, or a non rider harassing a driver for not being on time. It could also be a passenger falling down on the bus, or a passenger stepping in front of the bus as it pulls away from the curb to stop it to get on the bus. This data is collected by the driver writing an incident report and turning it in to the Operations and Maintenance Manager. This is intended to measure the types of situations that arise and how frequently they arise on the various routes of service provided by the NCRTD. This measurement tells us the frequency of incidents versus the number of monthly riders. We can then see if additional training needs to be implemented for the driver to avoid or control incidents that may occur on his route.

1. Chile Line – A man boarded the bus and began to chat with a woman on the bus. He then began to hit on her. She asked him to leave her alone. He began using profanity and denied him further service.
2. Chile Line – Same man as above a week later, got angry again and out of control on the bus and had to put him off at Taos Java.
3. San Ildefonso - A waiting passenger with a bike became very upset when the minivan used on route that day had no bike rack. He was extremely rude and asked driver; how was he to get to work now? Driver apologized for not allowing him to put the bike inside the van.
4. Santa Fe/Taos – Driver was in the process of positioning his bus at the Ranchos De Taos bus stop when a young woman ran up and pounded on the door and said “What the f____? Driver parked bus, got out and instructed her “If you continue behaving this way, you will not be allowed to board the bus. She then became more intensive in her comments. He repeated his statement to her again, she became more upset “a full meltdown.” Her friend wanted contact info for a supervisor. Driver showed her his badge and then departed the bus stop.
5. Riverside – The passenger known as “April” was trying to board at Park & Ride, giving the driver much difficulty, challenging the driver to come out and fight, blocking the doorway not allowing others to board. Driver called into base to report. A supervisor responded, met the woman and exited her from the bus. This person has been banned for 6 months.
6. Santa Clara – In Santa Fe the driver denied a ride to a man who was overly intoxicated and posed a safety risk if he were to be on the bus.
7. Edgewood – A sleeping passenger was abruptly awaked by another passenger’s young child who grabbed his knee. The two passengers engaged in a verbal argument due to the man making a rude comment as he awoke. The driver intervened and discussed the matter with them.
8. El Rito – The passenger known as Atlee, tried to touch the female driver. He has been warned before not to touch others when on the bus. He then tried to hug her. When she put out her hand to stop him, he kissed her hand.
9. Santa Fe/Taos- In Santa Fe two men got on the bus. The driver heard one of them saying he was kicked off the bus earlier that day. One of the men began to harass a female passenger. Both men were ejected at Camel Rock.
10. Chama – At Bode’s, let folk off for a quick stop. Two passengers who appeared high at the time did not return to the bus. After 10 minutes, driver could wait no longer and left.
11. El Dorado – at Santa Fe, two men with long grey beards boarded to ask for information. Their odor was very strong, to the point it was offending other passengers. They then deboarded and left the area.

Customer Incidents

FY 14-15 Number of Customer Incidents

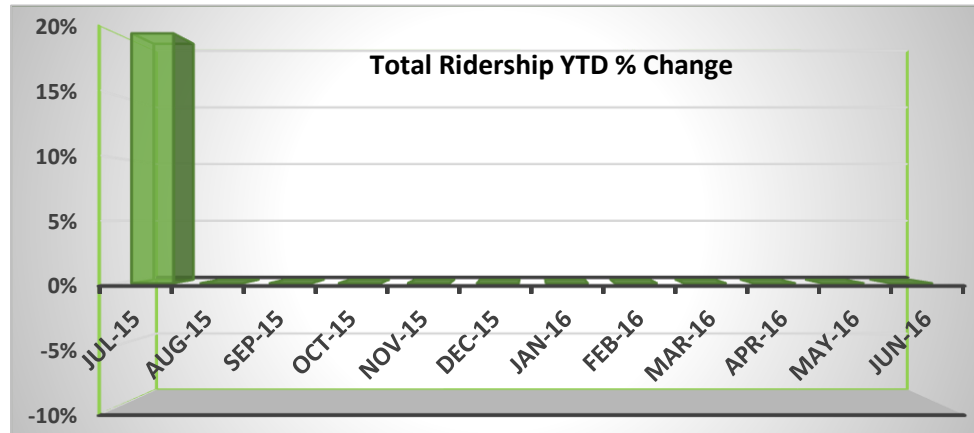
	Total	Driver-Non Rider	Rider-Rider	Driver-Rider	Rider	% of Ridership
July	11		4	7		0.06%
Aug	0					
Sept	0					
Oct	0					
Nov	0					
Dec	0					
Jan	0					
Feb	0					
March	0					
April	0					
May	0					
June	0					
Total	11	0	4	7	0	

NCRTD Monthly Ridership Summary

July 1, 2015 through July 31, 2015

Calendar Operating Days

	This Year
Jul-15	22
Aug-15	
Sep-15	
Oct-15	
Nov-15	
Dec-15	
Jan-16	
Feb-16	
Mar-16	
Apr-16	
May-16	
Jun-16	



Monthly System Totals				Year to Date Totals			
	This Year	Last Year	%Change	This Year	Last Year	Difference	%Change
<u>NCRTD Operated</u>	19,922	17,415	14.40%	19,922	17,415	2,507	14.40%
<u>NCRTD Funded</u>	26,067	28,959	-9.99%	26,067	28,959	-2,892	-9.99%
<u>All Systems Funded Total</u>	45,989	46,374	-0.83%	45,989	46,374	-385	-0.83%

System Daily Averages

	This Year	Last Year	% Change
<u>NCRTD Operated</u>	906	792	14.39%
<u>NCRTD Funded</u>	1,185	1,316	-9.95%
<u>Systems Total</u>	2091	2108	-0.81%

Total Ridership YTD % Change

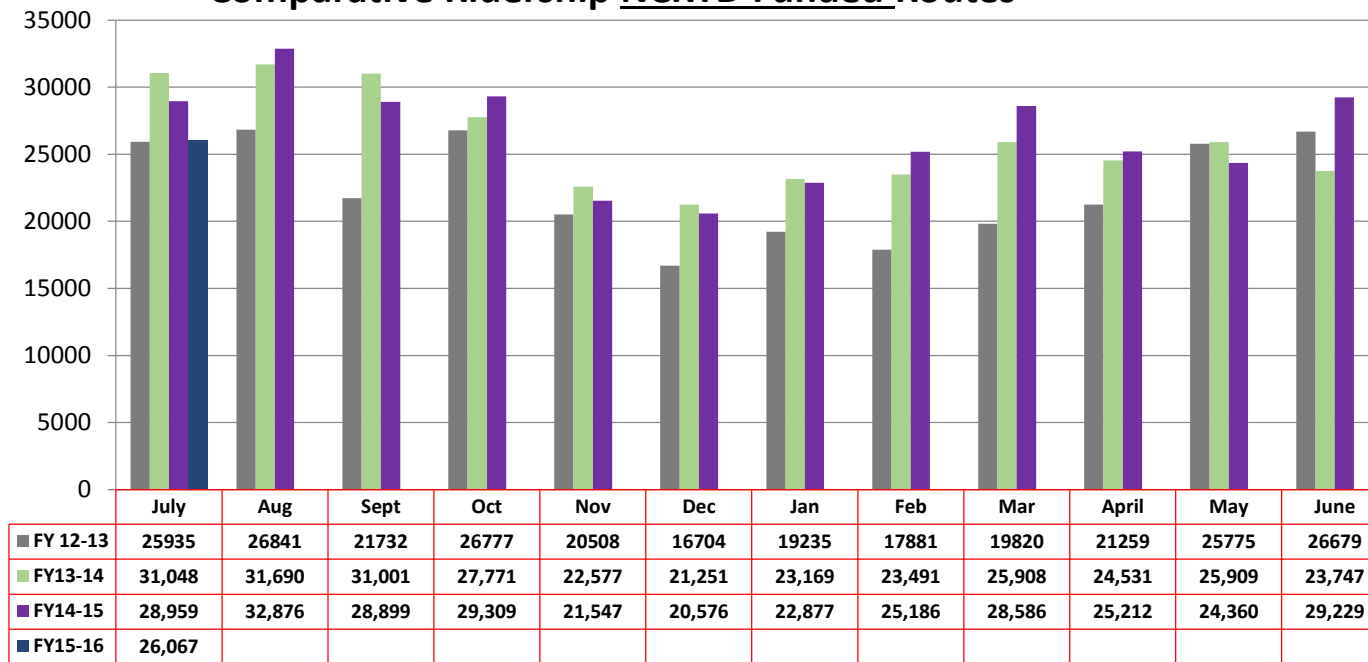
July-15	-0.83%
August-15	0.00%
September-15	0.00%
October-15	0.00%
November-15	0.00%
December-15	0.00%
January-16	0.00%
February-16	0.00%
March-16	0.00%
April-16	0.00%
May-16	0.00%
June-16	0.00%

Jul-2015

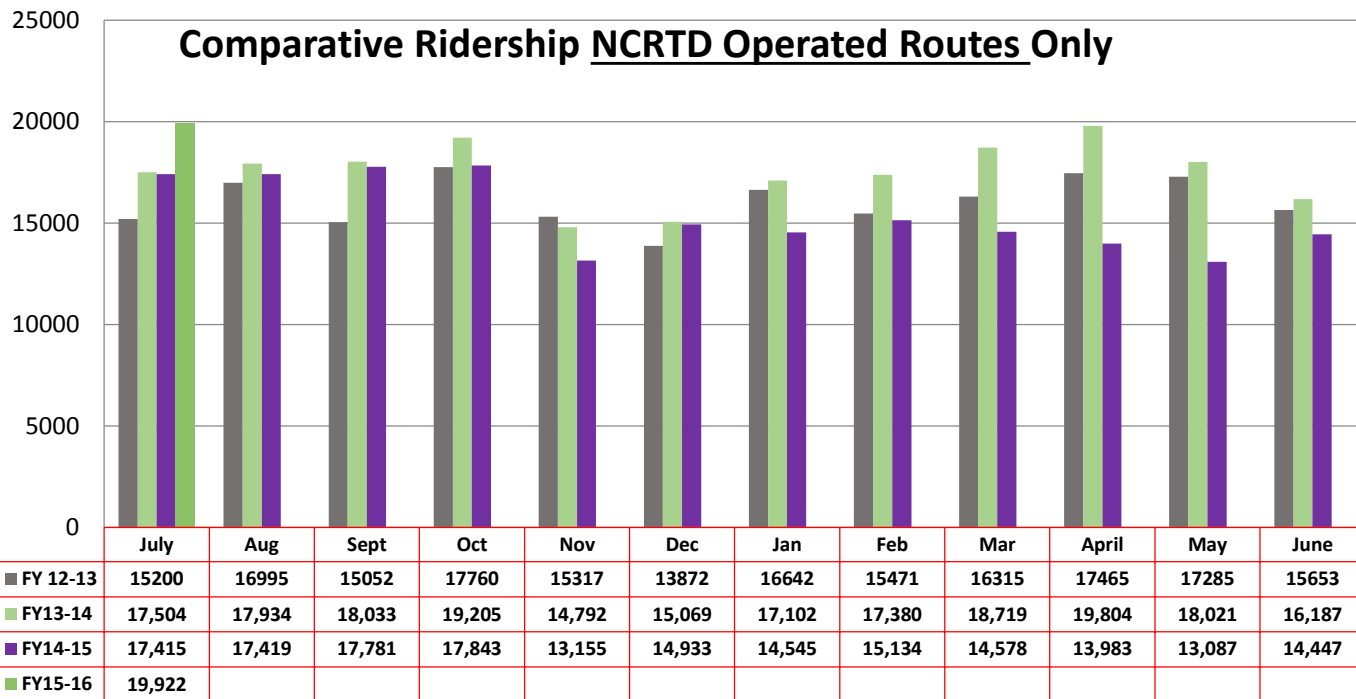
Ridership Report



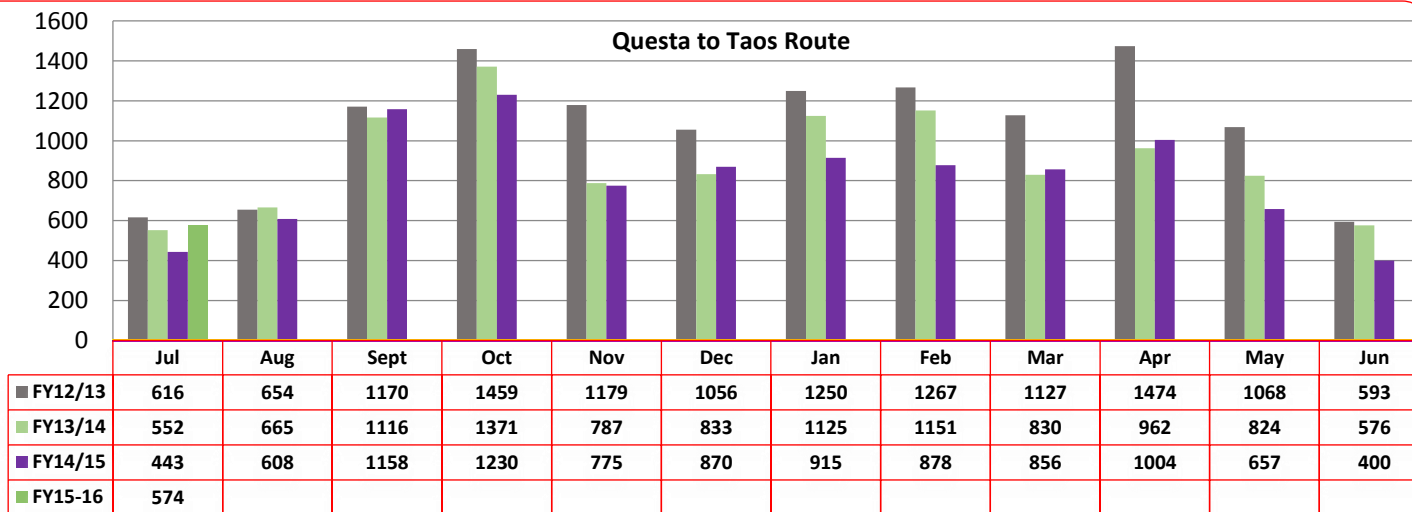
Comparative Ridership NCRTD Funded Routes



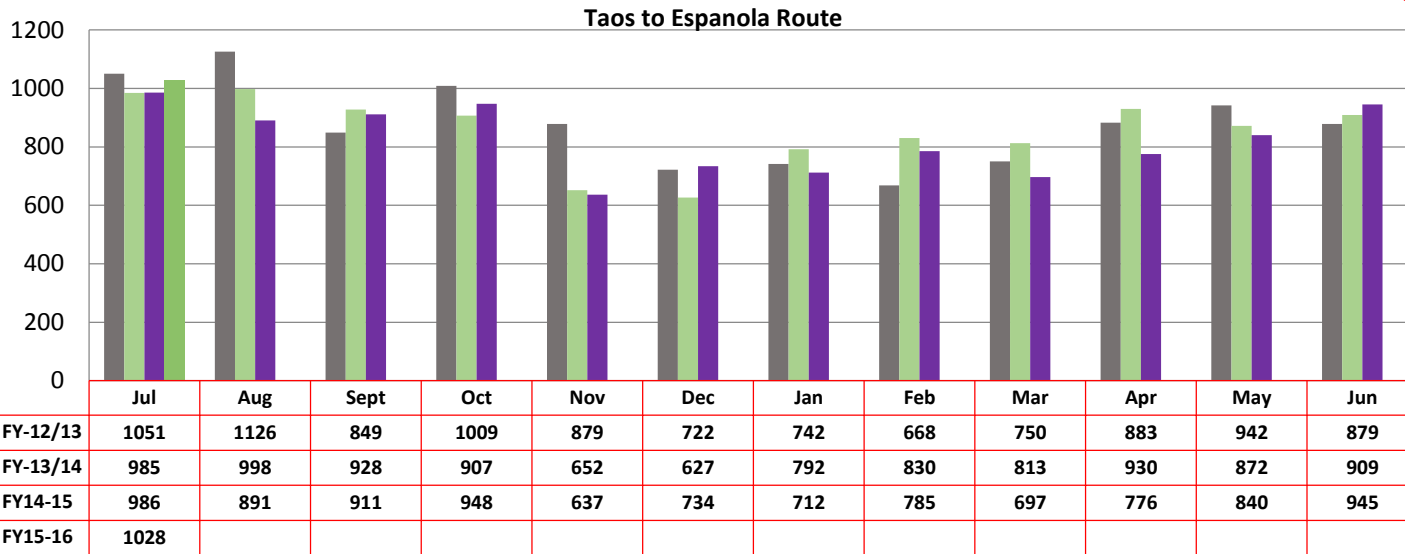
FY12-13= 269,146 / FY13-14= 312,093 / FY14-15= 317,616 / FY15/16= 26,067



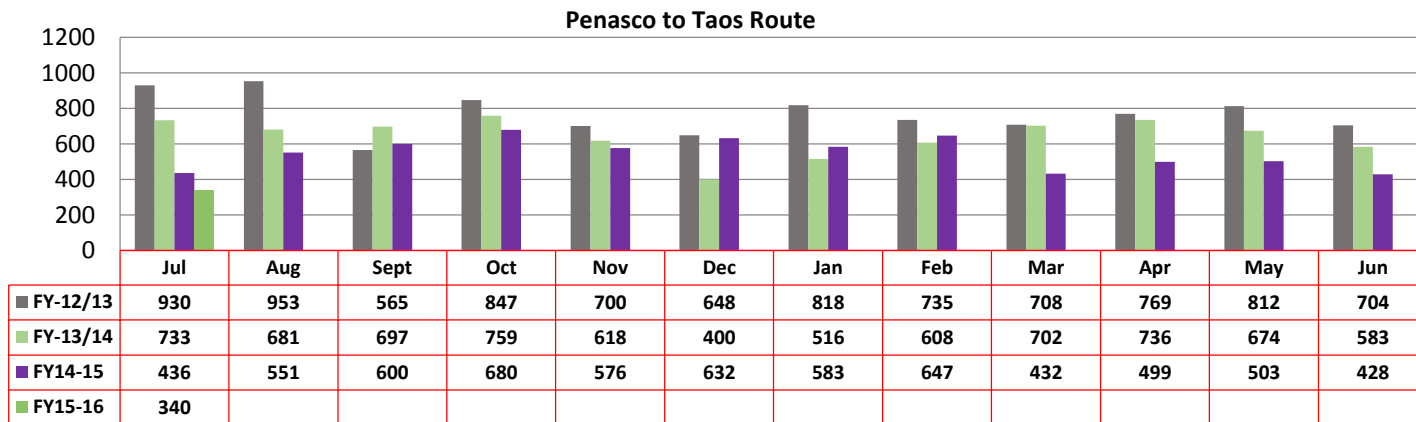
FY12-13= 193,027 / FY13-14= 209,750 / FY14/15= 184,320 / FY15/16= 19,922



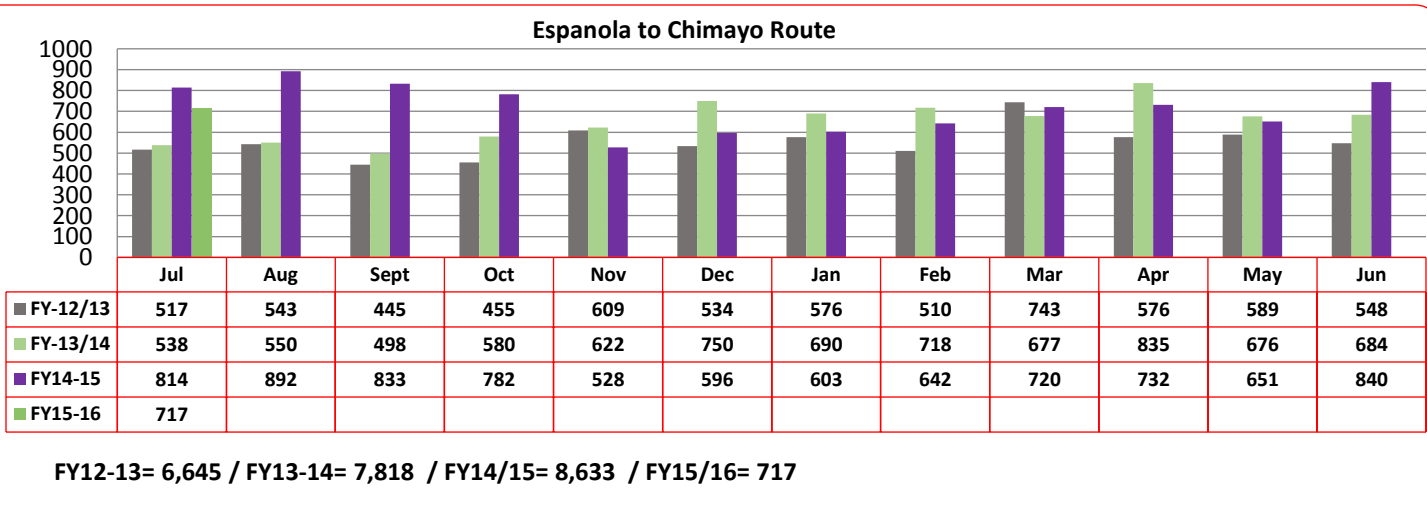
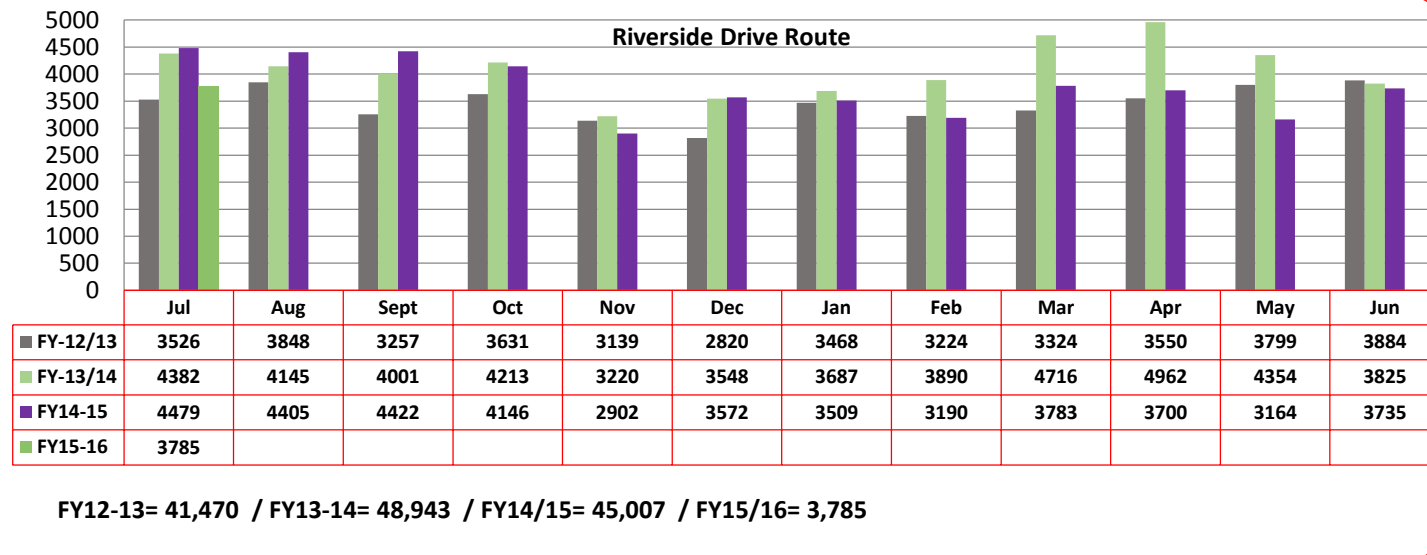
FY12-13= 12,913 / FY13-14= 10,792 / FY14/15= 9,794 / FY15/16= 574

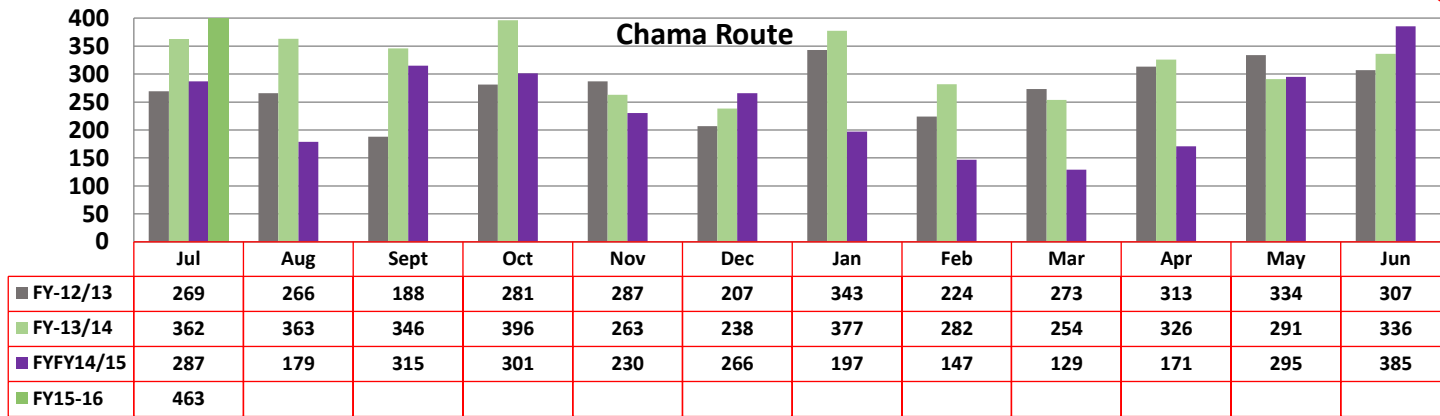


FY12-13= 10,500 / FY13-14= 10,243 / FY14/15= 9,862 / FY15/16= 1,028

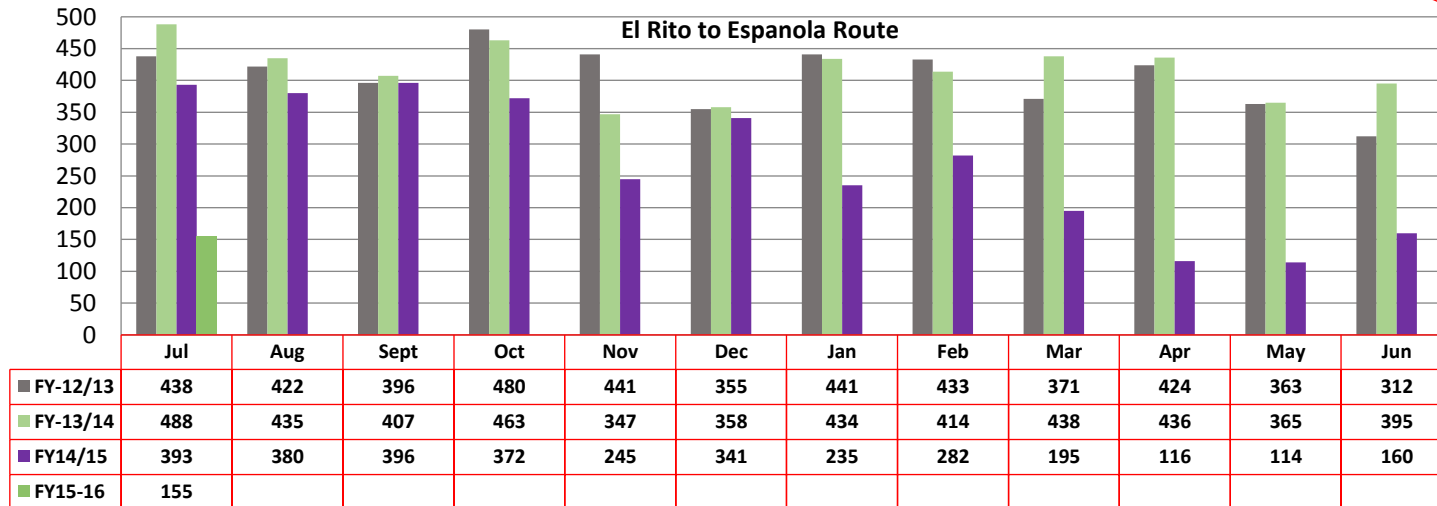


FY12-13= 9,189 / FY13-14= 7,707 / FY14/15= 6,567 / FY15/16= 340

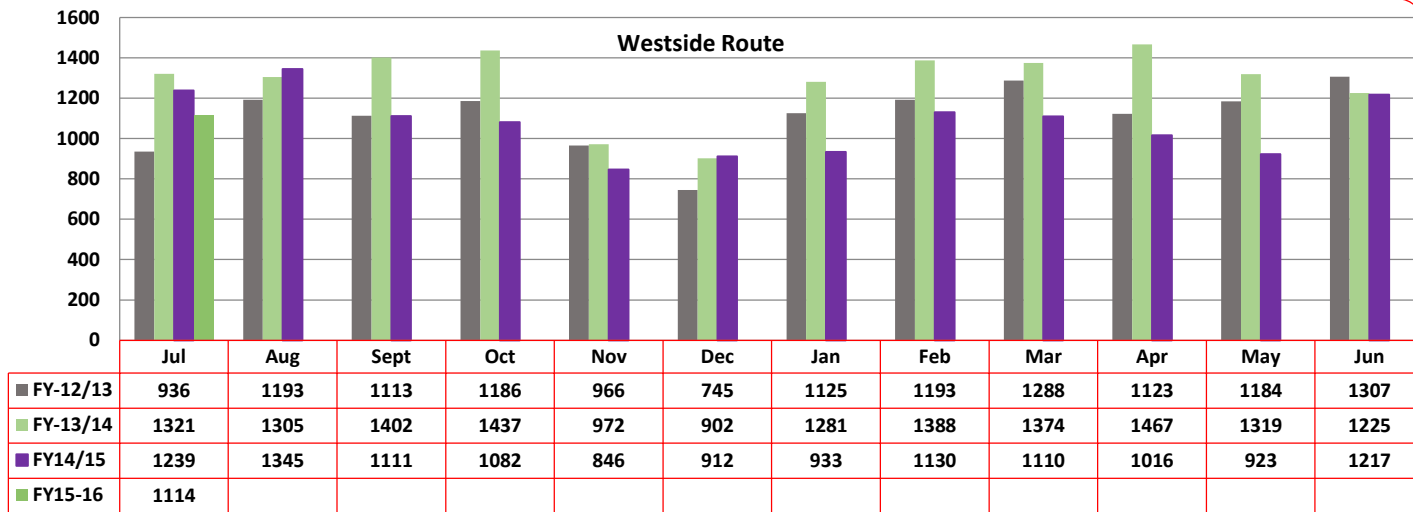




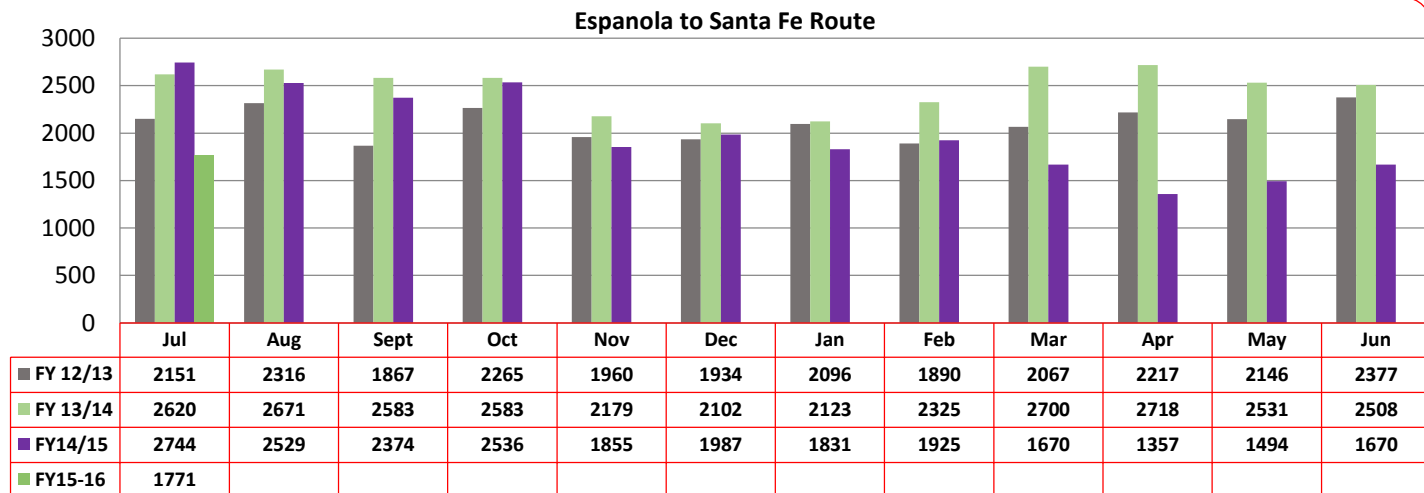
FY12-13= 3,292 / FY13-14= 3,834 / FY14/15= 2,902 / FY15/16= 463



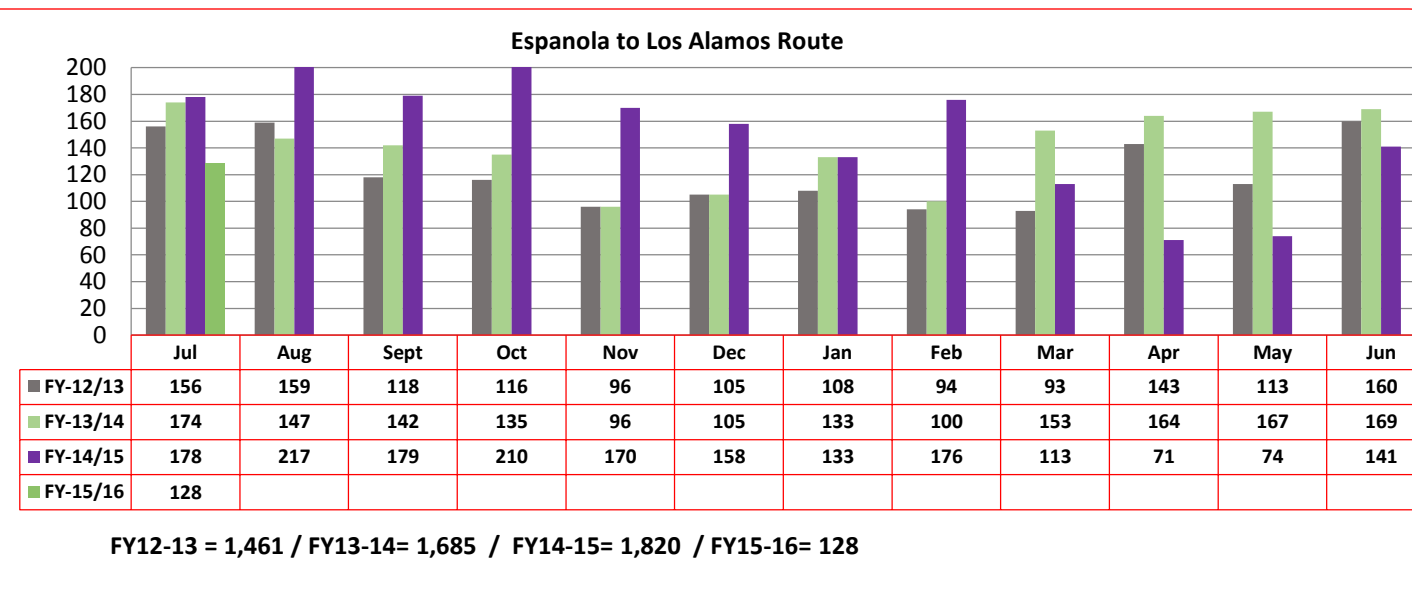
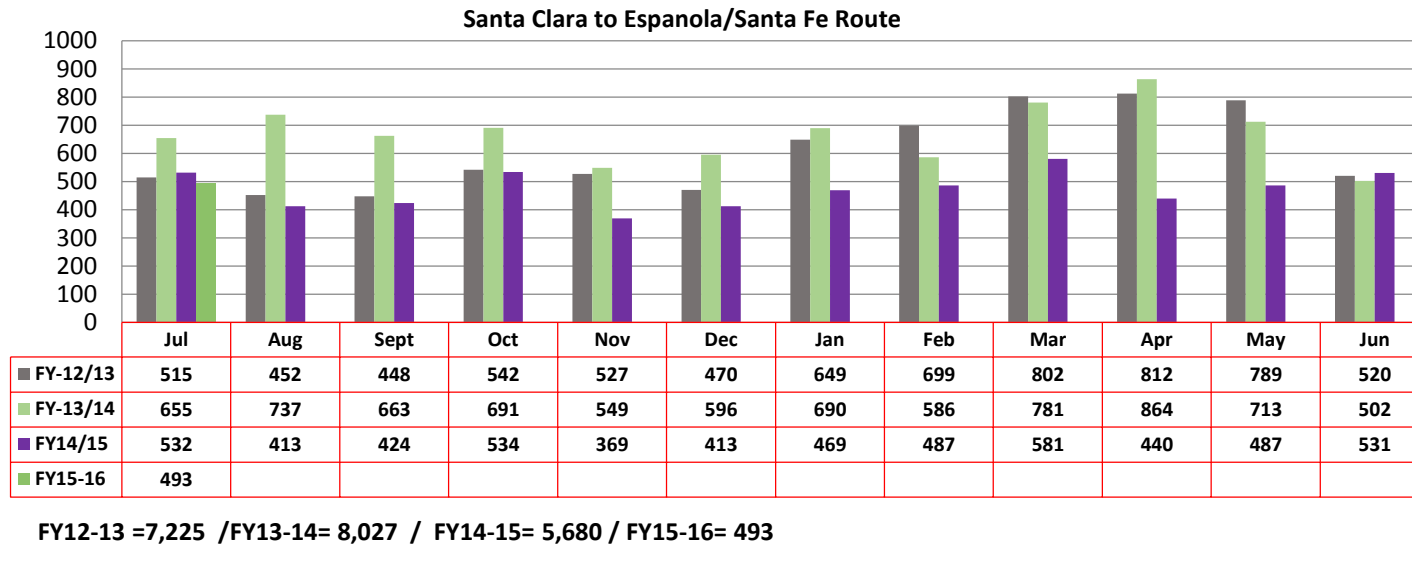
FY12-13= 4,876 / FY13-14= 4,980 / FY14/15= 3,229 / FY15/16= 155

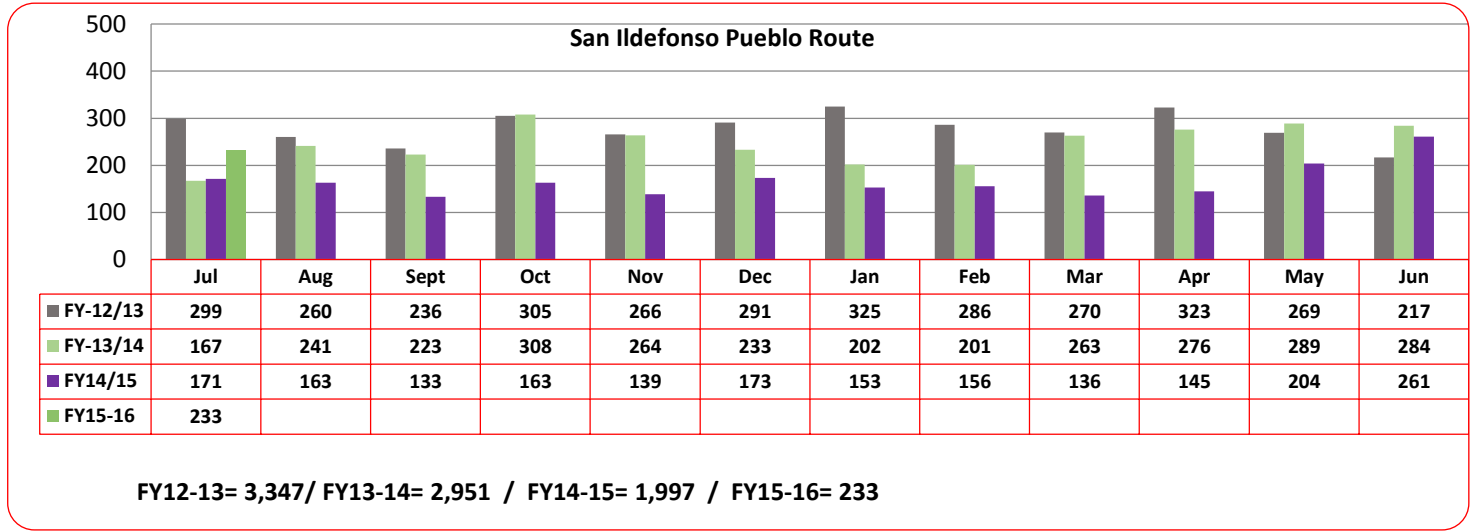
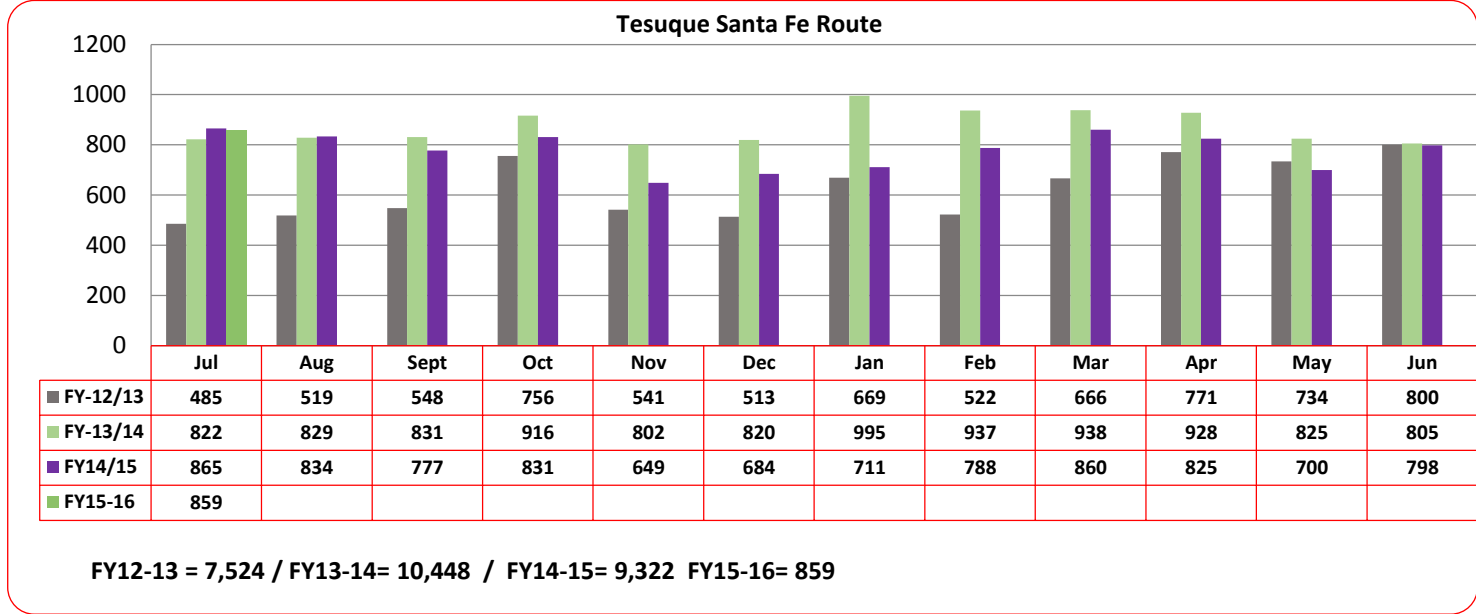


FY12-13= 13,359 / FY13-14= 15,393 / FY14-15= 12,864 / FY15-16= 1,114

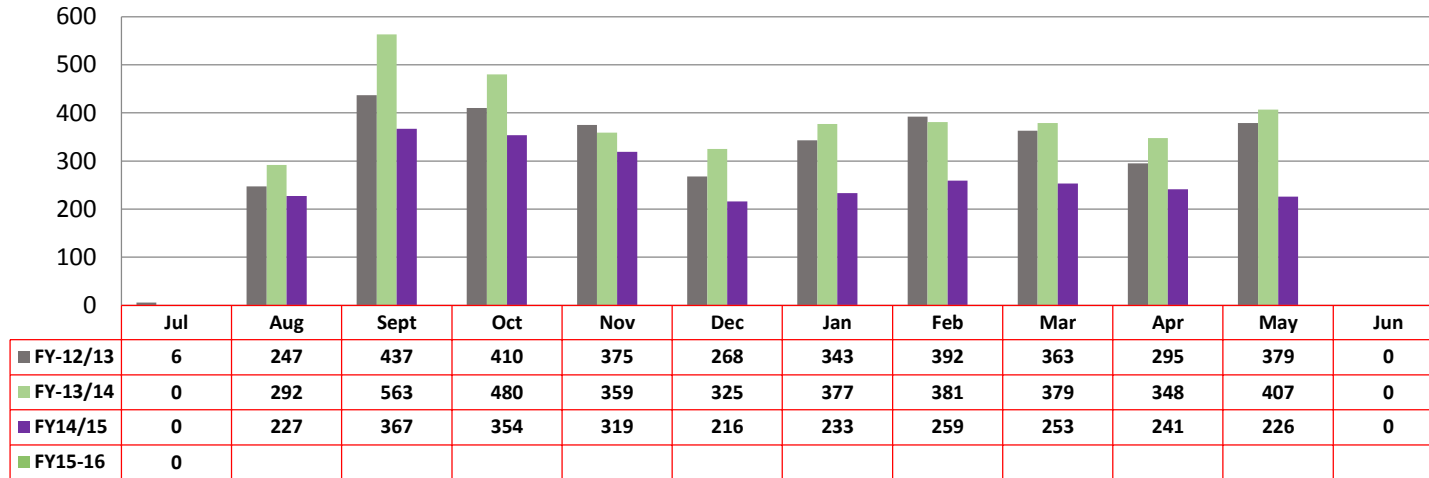


FY12-13= 25,286 / FY13-14= 29,643 / FY14-15= 23,972 / FY15-16= 1,771



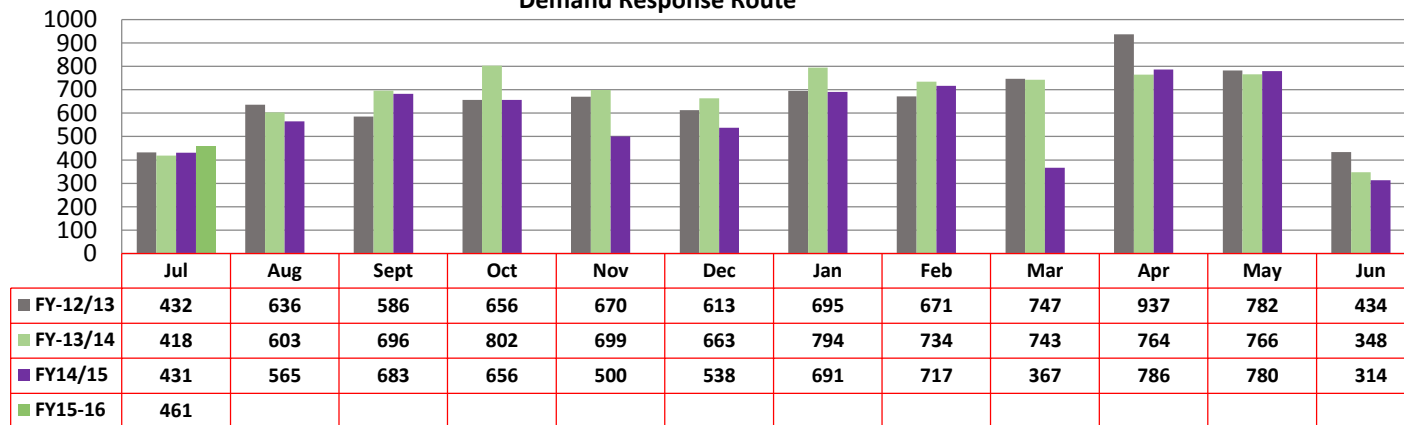


Demand Response Pojoaque Students

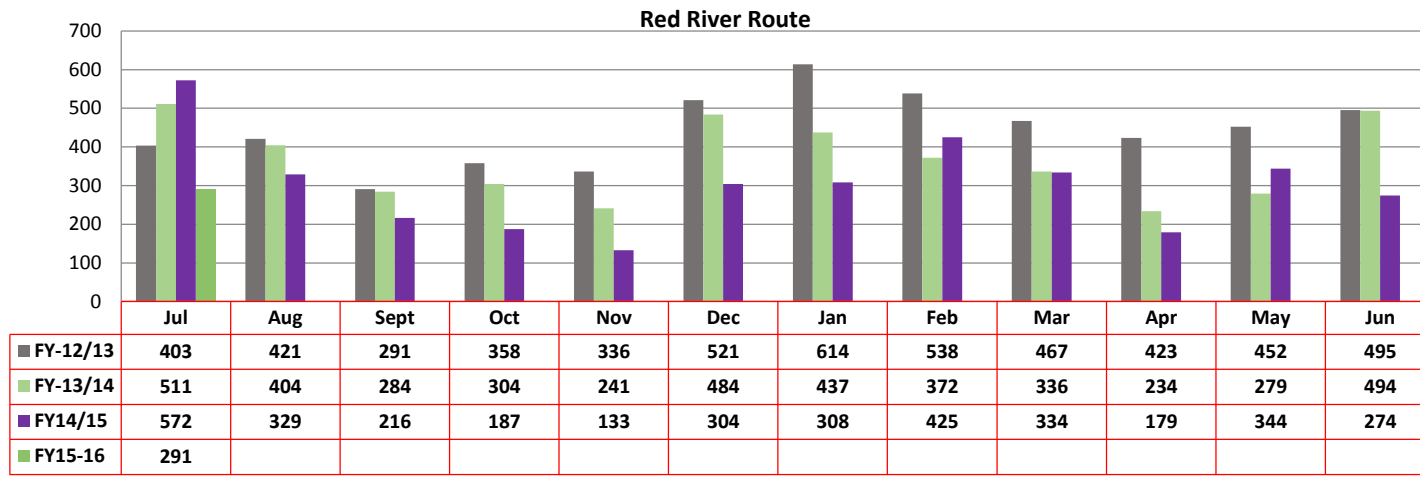


FY12-13= 3,515 / FY13-14 = 3,911 / FY14-15= 2,695 / FY15-16= 0

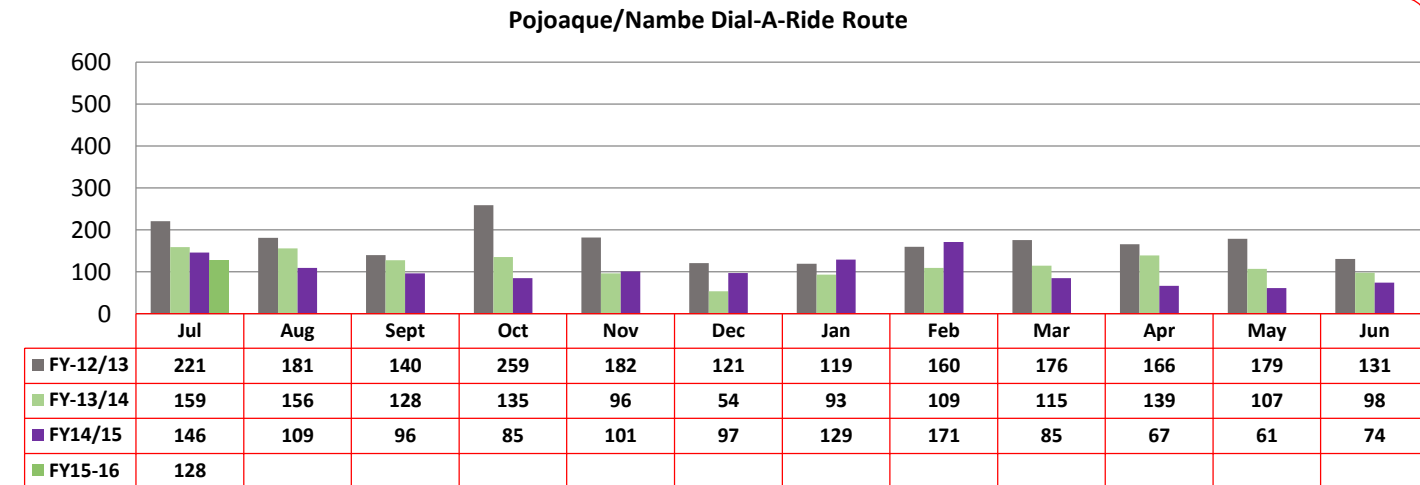
Demand Response Route



FY12-13= 7,849 / FY13-14= 8,030 / FY14-15= 7,028 / FY15-16= 461

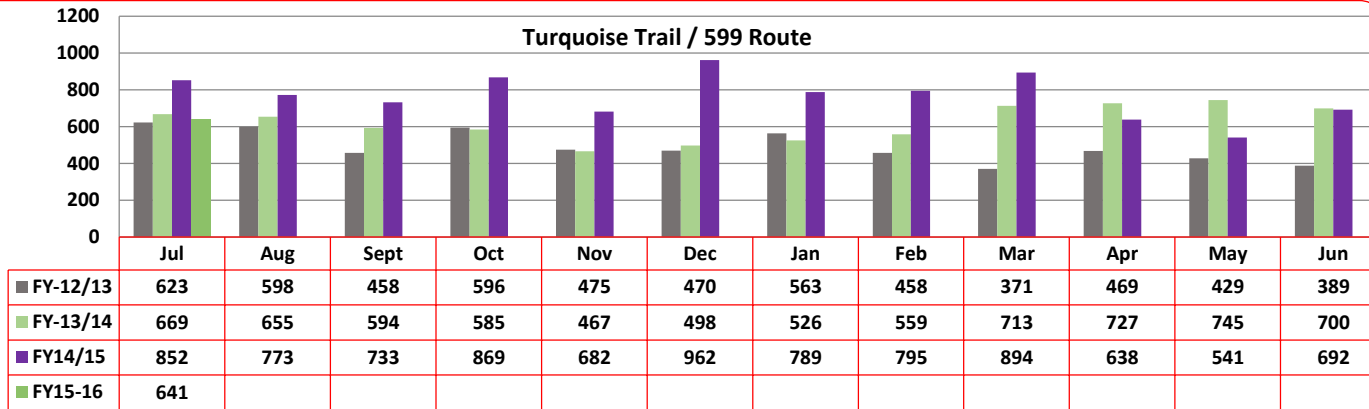


FY12-13= 5,319 / FY13-14= 4,380 / FY14-15= 3,605 / FY15-16= 291

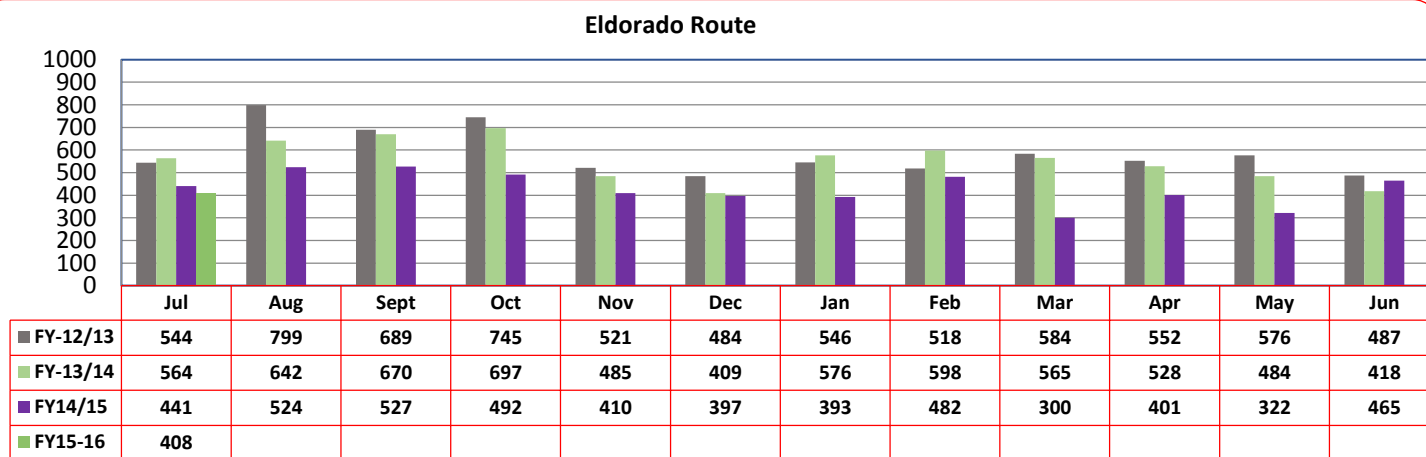


FY12-13= 2,035 / FY13-14= 1,389 / FY 14-15= 1,221 / FY15-16= 128

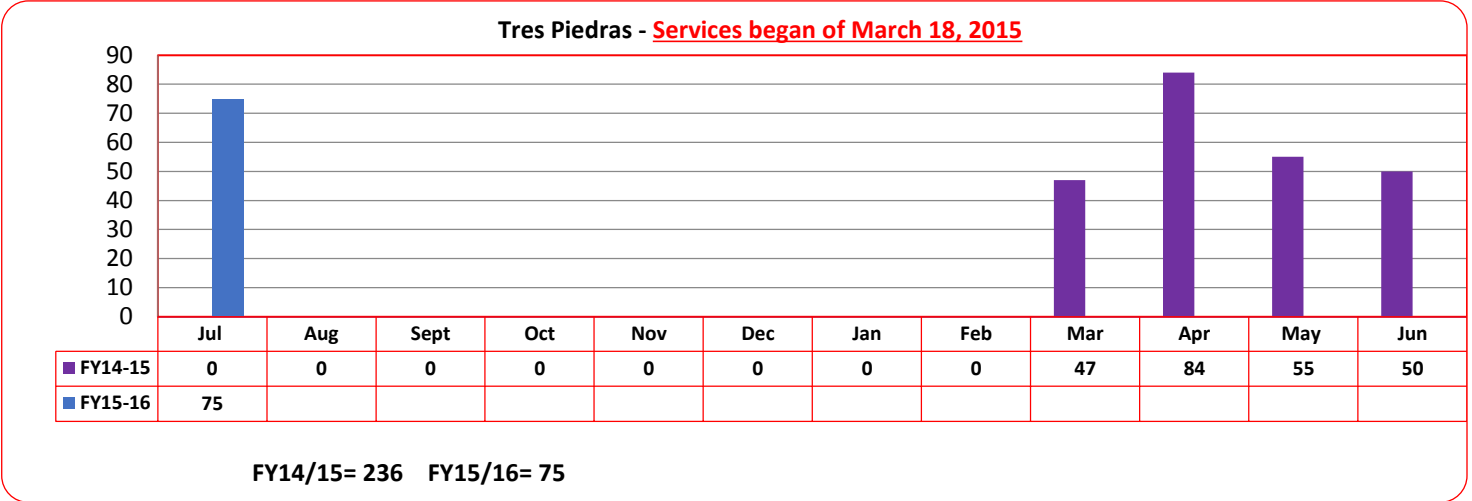
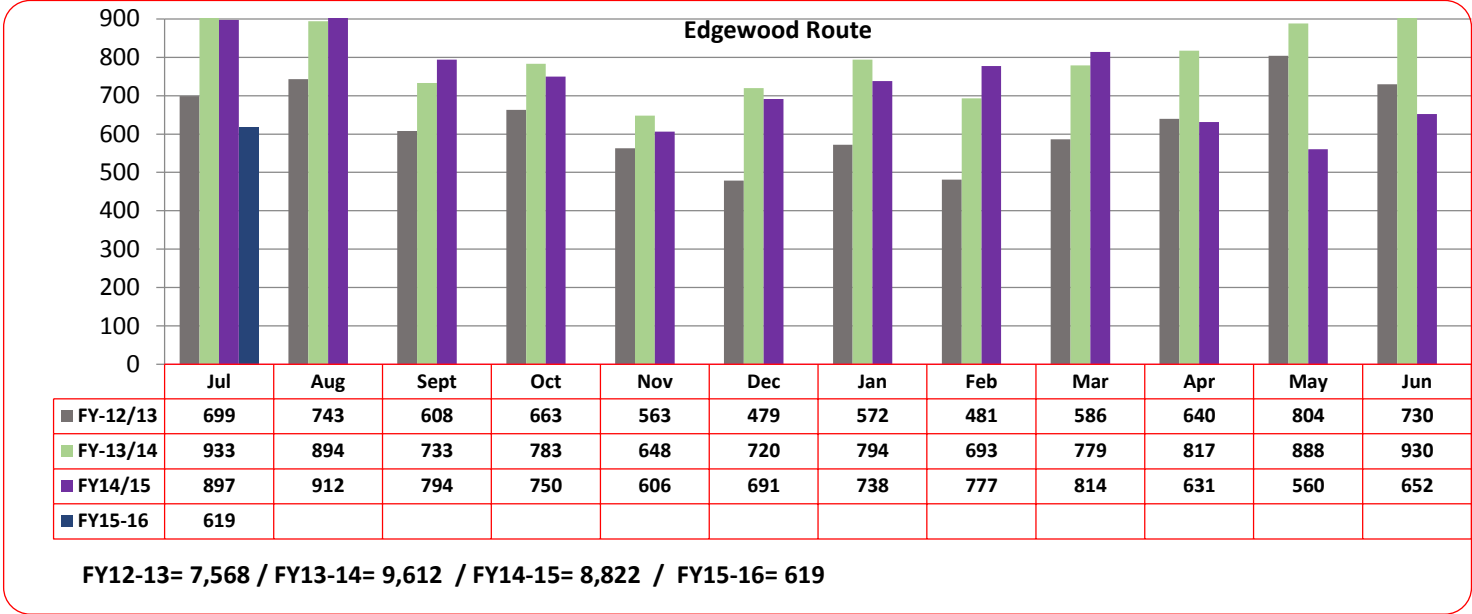
Pojoaque Route has been changed to Pojoaque Dial A Ride effective 03/16/2015.



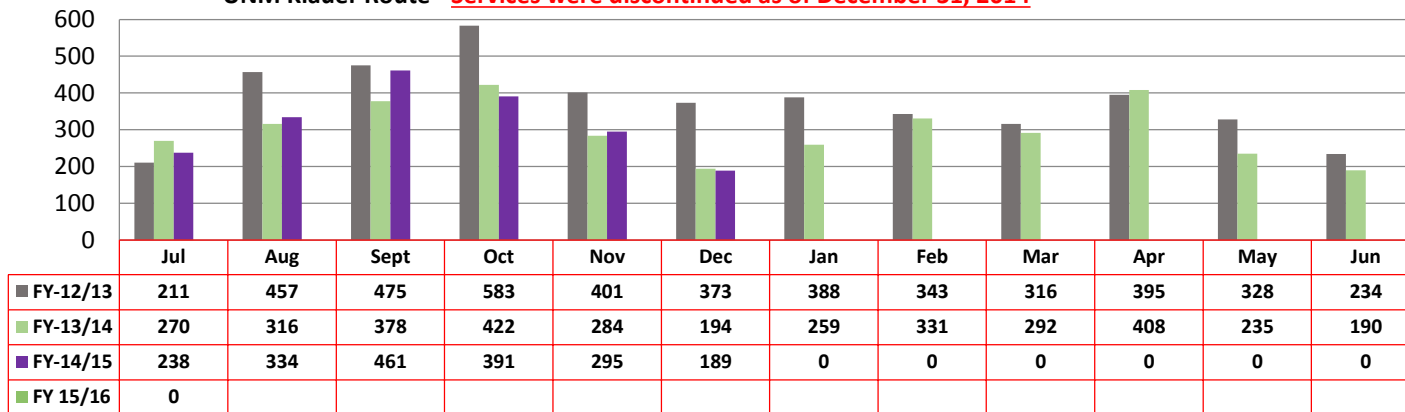
FY12-13= 5,899 / FY13-14= 7,438 / FY14-15= 9,220 / FY15-16= 641



FY12-13= 7,045 / FY13-14= 6,636 / FY14-15= 5,154 / FY15-16= 408

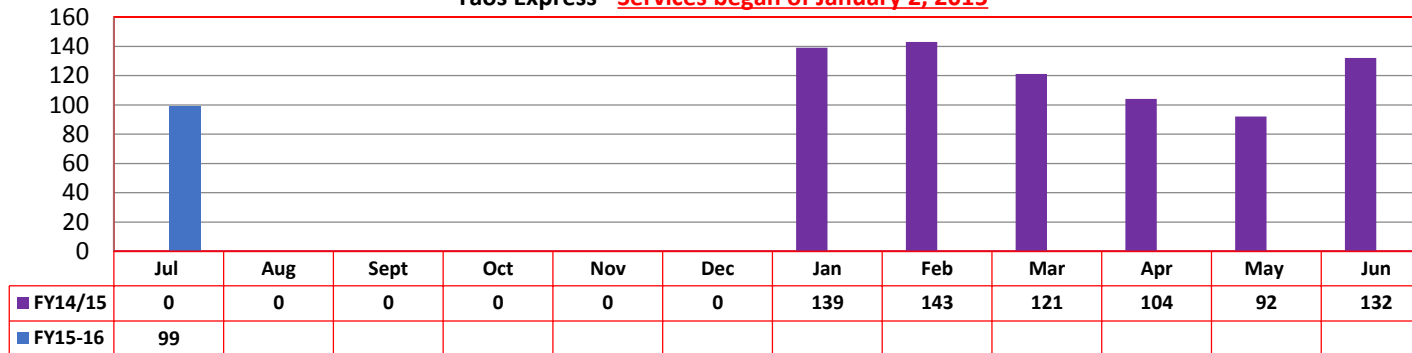


UNM Klauer Route - Services were discontinued as of December 31, 2014



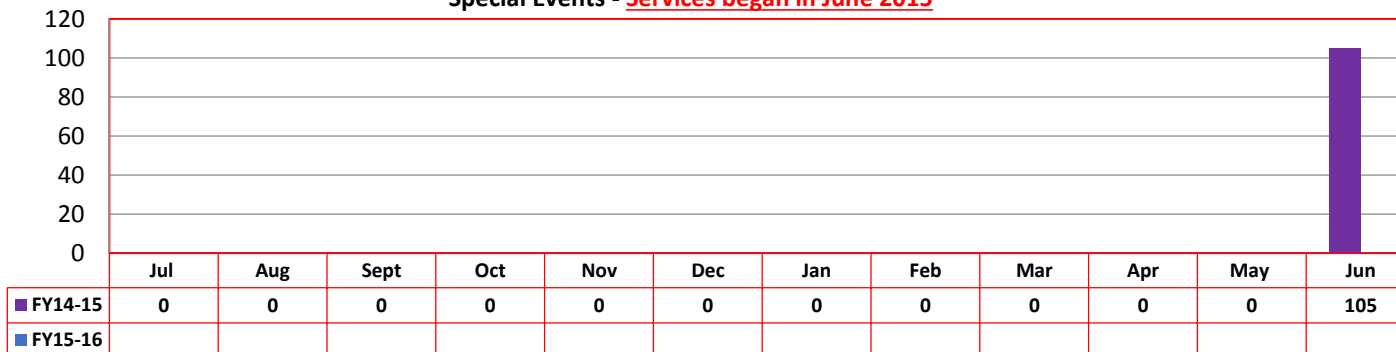
FY11-12= 3,197 / FY12-13= 4,504 / FY13-14= 3,579 / FY14/15= 1,908

Taos Express - Services began of January 2, 2015

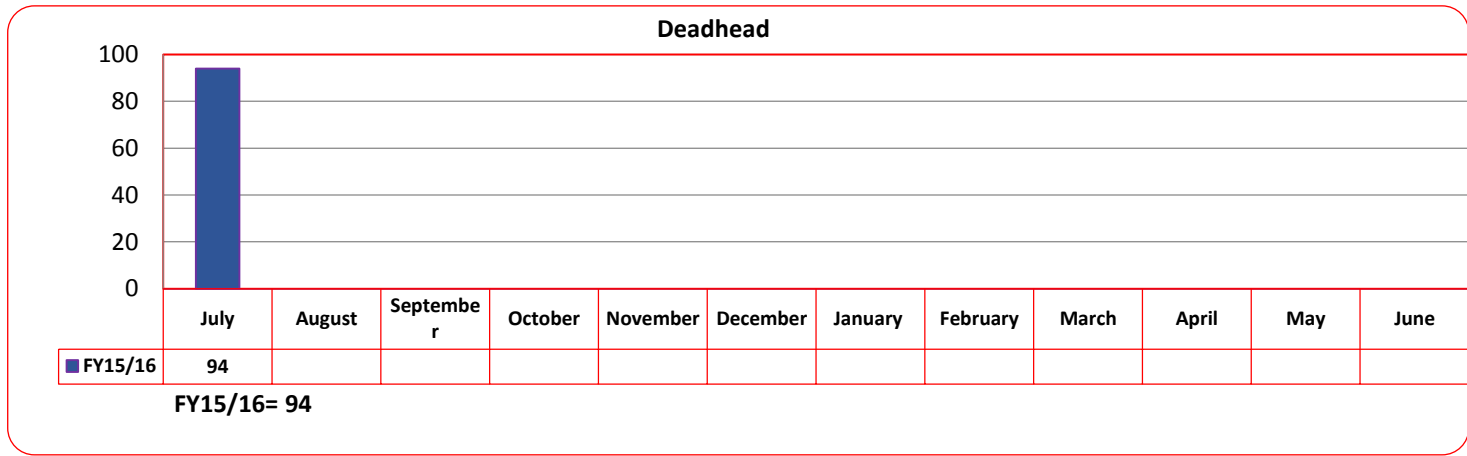


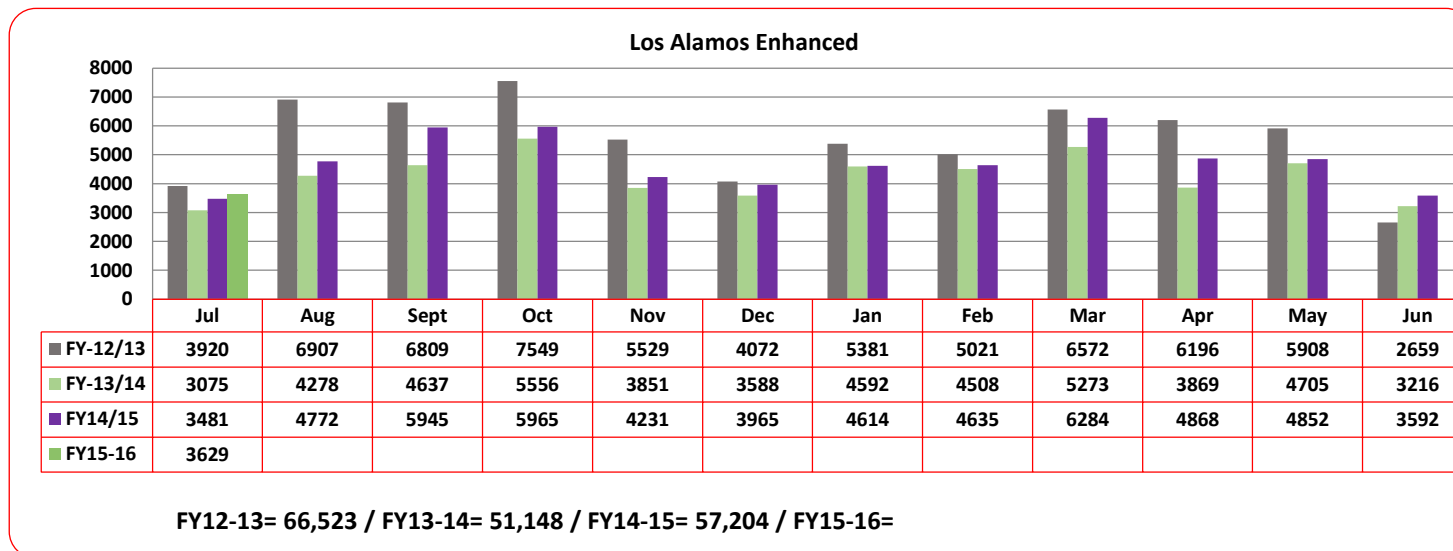
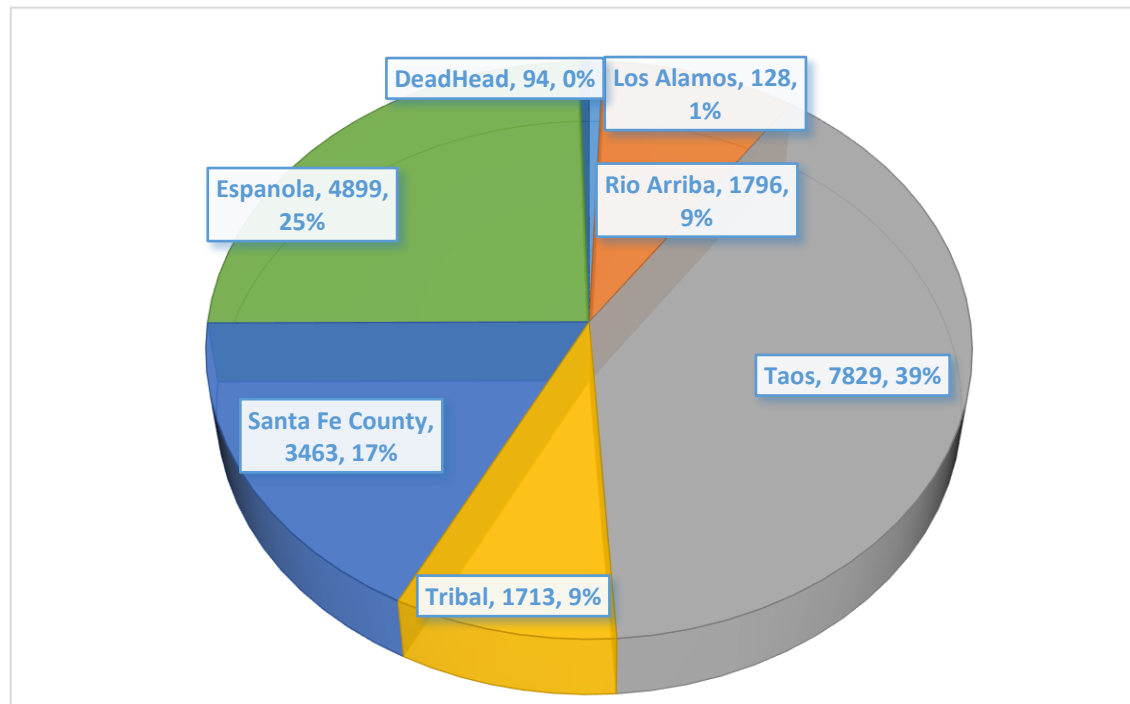
FY14/15= 731 FY15/16= 99

Special Events - Services began in June 2015



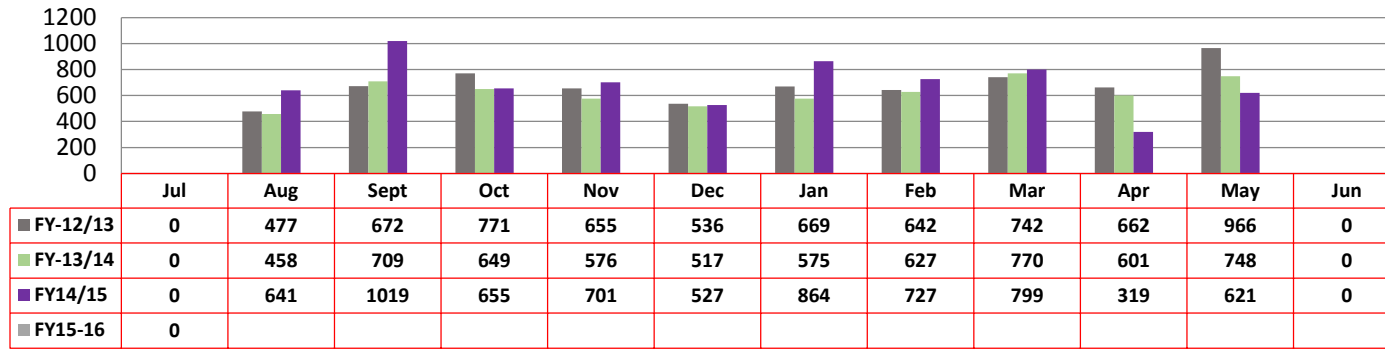
FY14/15= 105 FY15/16=





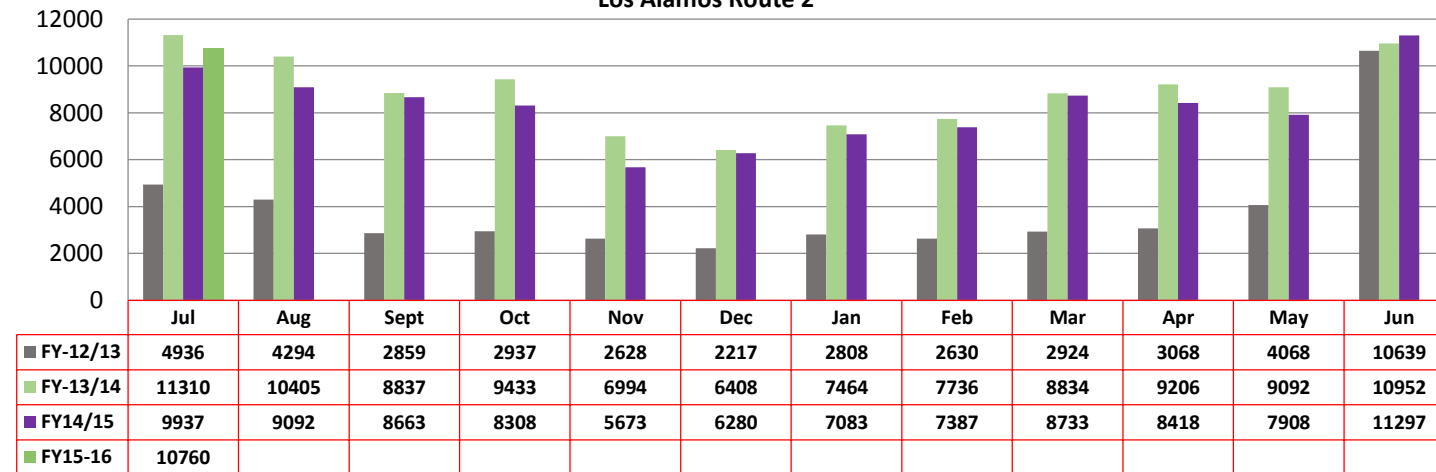
Los Alamos Route 11 formerly route 10

June-Route 10 didn't run due to fire

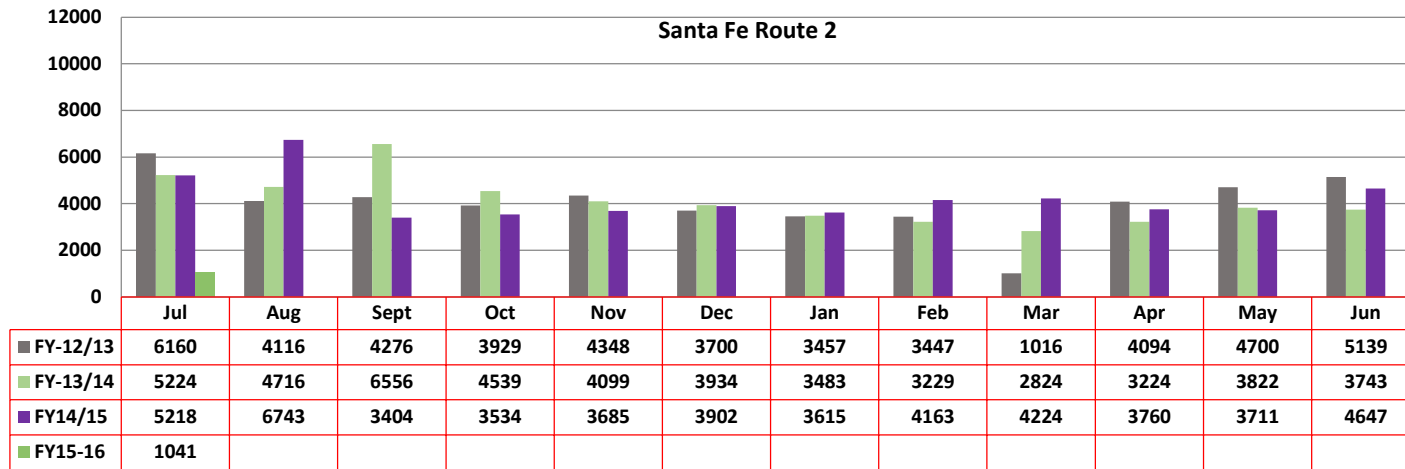


FY12-13= 6,792 / FY 13-14= 6,230 / FY14-15 = 6,873 / FY15-16=

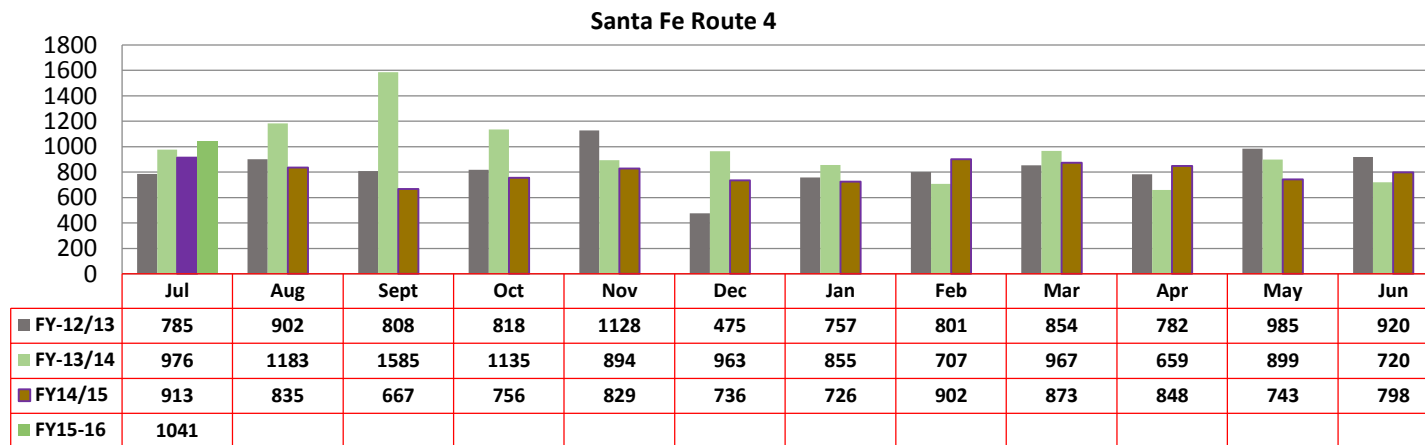
Los Alamos Route 2



FY12-13= 46,008 / FY13-14= 106,671 / FY14-15= 98,779 / FY15-16=

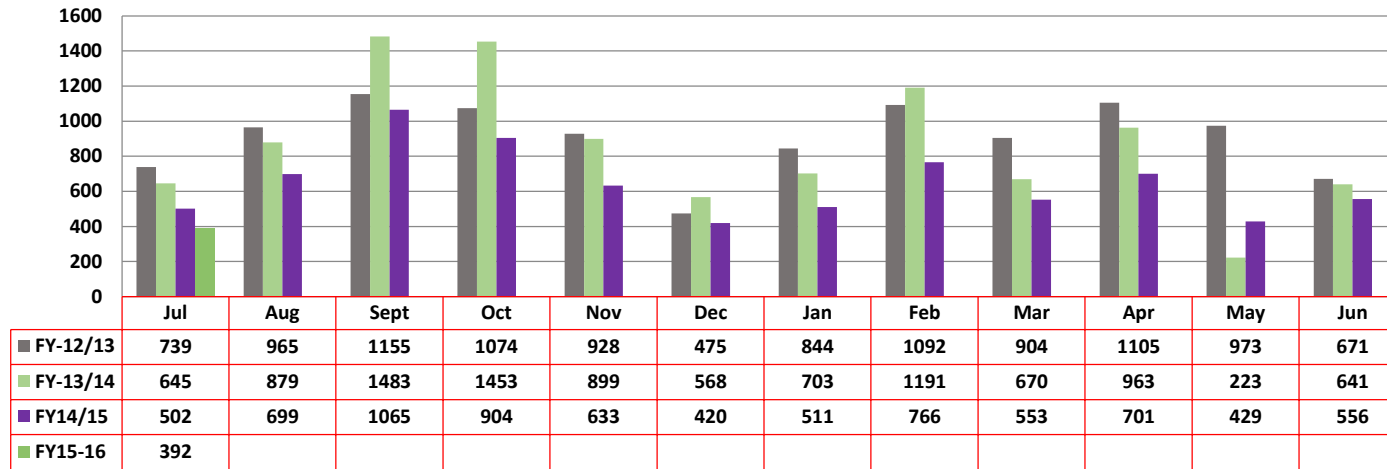


FY12-13= 48,382 / FY13-14= 49,393 / FY14-15= 50,606 / FY15-16=



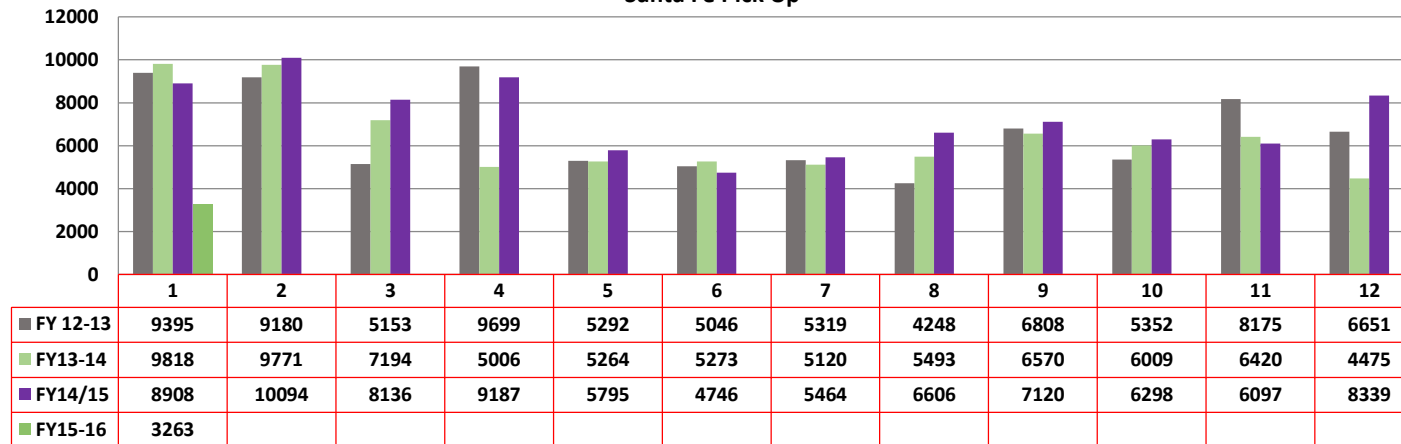
FY12-13= 10,015 / FY13-14= 11,543 / FY14-15= 9,626 / FY15-16=

Santa Fe Route 22



FY12-13= 10,925 / FY13-14= 10,318 / FY14-15= 7,739 / FY15-16=

Santa Fe Pick Up



FY12-13= 80,318 / FY13-14= 76,413 / FY14-15= 86,790 / FY15-16=

